

## 03. FINANCE

### 3.11. Voluntary Contributions Program

BOS Adopted – August 7, 2013

**3.11.1. Purpose.** The purpose of the Fluvanna County Voluntary Contributions Program is to allow individuals the opportunity to directly support designated County and School programs and services that are important to them. Making a Voluntary Contribution is an easy and reliable way for individuals to support the program of their choice.

#### 3.11.2. Policy

A. Department/Agency Designations. The money donated is guaranteed to go where directed. 100% of each voluntary contribution will go to the department/agency selected.

1. Donated funds will be available for use by the designated department or agency after it is appropriated by the Board of Supervisors.

2. Motions for appropriation of voluntary contributions will be presented to the Board of Supervisors at the second January and second July Board meetings each year.

3. Receiving departments or agencies will be able designate the budget line(s) to which the voluntary contributions are to be applied (generally books, supplies, or equipment, etc.).

B. Voluntary Contributions are Tax Deductible. While donations to third parties may not be, those made directly to the County for public purposes are tax deductible. (Deductibility can depend on individual financial circumstances, so if you are making a donation for tax purposes, please consult your personal tax advisor.)

C. Minimum Contribution Amount. Due to processing costs, the minimum voluntary contribution amount is \$10.00. Contributions of less than \$10.00 will be returned to the donor.

D. Separate Payment Required. When paying by check, a separate check is required to ensure funds are deposited and assigned to the correct designated organization. In other words, you cannot combine a voluntary contribution and a personal property or other payment on one check.

#### 3.11.3. Procedures

A. Designated Departments/Agencies. Contributions can be designated for any one of the six department/agencies noted below.

1. County Government General Fund

2. Fluvanna County Public Schools (FCPS)
3. Parks and Recreation Department
4. Social Services Special Welfare Fund
5. Sheriff's Department
6. County Library

B. Making a Donation. Donations can be made in several ways:

1. By cash or check payment directly at the Treasurer's Office.
2. By check mailed to the Treasurer's Office.
3. Online by either personal check or credit/debit card at [www.fluvannacounty.org](http://www.fluvannacounty.org).

*Note: There is a third party Convenience Fee charged for donations made online.*

C. Voluntary Contribution Information and Forms. Information explaining the program and contribution forms **may** be available through the following options:

1. On the County website
2. On the Fluvanna County Public Schools website
3. At the County Treasurer's Office
4. At Fluvanna County Public Meetings
5. In personal property bills
6. In real property bills not sent directly to a mortgage holder institution