



Islands Trust Fund

## POLICY MANUAL

Code: TFB 03005

Policy  Procedure  Guideline

Title: Policy on Disposition of Donations

Approved By: Trust Fund Board

Approved: May 13, 2003  
Resolution # TFB 03/573

Chairperson Signature:

Related Files:

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### Purpose

This policy establishes how the Trust Fund Board will address financial donations, particularly donations that are not designated to any specific project by the donor.

### Background

The Islands Trust Act, in section 41 (2), directs that

“for the purpose of carrying out the object of the trust, the trust fund board may

- (a) receive money and other property by way of donation, public subscription, devise, bequest, or otherwise that is not subject to terms, conditions or trusts that are inconsistent with the object of the trust...
- (c) ...acquire, hold and dispose of land and other property.”

Further, the 2003-2007 Islands Trust Fund Plan establishes the following policies regarding the administration and investment of donations:

- 5.2.3 “Where donations are received without specific directions for their use, the funds will generally be put toward an on-going Islands Trust Fund project that is either closest in geographic location to the donor’s residence or a project nearing completion and considered of high urgency for donations. If the Islands Trust Fund does not have any on-going projects at the time of donations, the funds will be put to the Islands Trust Fund for use on future projects.”

Currently, all undesignated donations are immediately deposited into the Islands Trust Fund (general) bank account. At various times, staff make a recommendation to the Trust Fund Board regarding use of funds from this

general account, based on on-going project needs and requests for assistance on acquisition projects from external groups working within the Islands Trust Area. The Board makes the final decision regarding the disposition of the undesignated funds.

### **Definitions**

“Undesignated donation” means any funds received by the Islands Trust Fund that are not identified by the donor to be for a specific project or “where most needed” (e.g. a cheque sent in with no indication as to what the donor’s wishes are for the funds).

“Designated donations” means any funds received by the Islands Trust Fund where the donor has indicated a specific project or use for the donation.

“Where most needed funds” means any funds received by the Islands Trust Fund where the donor has indicated they wish the funds to be used where the Islands Trust Fund feels they are most needed for conservation work.

### **Details**

1. All undesignated donations received by the Islands Trust Fund will be followed up on by staff if donor contact information is available.
2. Staff will determine if there is an on-going project within close geographical range of the donor or a project that is nearing completion that would benefit from the additional donation and will contact the donor to determine if they have a preference for use of their donation.
3. Based on item 2 above, if the donor has a preference this will be noted and the funds will be deposited in the applicable designated account. If the donor does not indicate a preference, the donation will be deposited into the Islands Trust Fund (general) account.
4. All “Where most needed donations” will immediately be deposited into the Islands Trust Fund (general) account and will be tagged as “where most needed” for future reference.
5. All designated donations will be deposited into the applicable designated account for the specific project noted by the donor.
6. As needed, the Islands Trust Fund Manager, or staff designated by the Manager, will provide a recommendation to the Trust Fund Board regarding use of funds that have been deposited in the Islands Trust Fund (general) account, based on on-going Islands Trust Fund projects and requests for assistance in acquisition project of external groups working within the Islands Trust Area.
7. The Trust Fund Board (Board) will consider the recommendation(s) of staff and determine the final disposition of funds within the Islands Trust Fund (general) account.

8. The Trust Fund Board Manager may distribute project funds approved by the Board up to and including \$5000 as appropriate based on the project timing. If more than \$5000 is to be disbursed for a designated project the Manager will request prior approval from the Board Chairperson.
9. Following Board or Chairperson direction, as noted above, the Manager, or staff designated by the Manager, will implement the necessary disposition of funds.