TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 6.a.

Agenda Item: **Resolution 25-G-41 to adopt a De Minimis Donation Policy Statement and establish funding and approval process for the program**

Meeting Date: August 12, 2025

Category: Consent

Prepared by: Marjorie Sloan, Finance Director

Description:

Staff proposes a resolution to adopt a Small Donations Policy that defines de minimis (small) donation requests, outlines guidelines for eligible requests, specifies funding by town council, and delegates approval authority to the town manager.

At the July 8, 2025, work session, Town Council directed staff to research and present recommendations for a more comprehensive donation policy for the town. During this review, staff identified an immediate need to address the approval of small donations routinely requested by community organizations. This resolution establishes a Small Donations Policy to address that need while staff continues developing a comprehensive donation policy for future Council consideration.

Background:

The town receives requests on a regular basis for small donations. The Town Council has expressed support in providing funding for small donations to non-profit and not-for-profit organizations. The proposed policy establishes a framework and approval authority to respond to donation requests.

- Staff has defined small (de minimus) donations as cash, services or items with a value per donation of less than $250.
- Qualified non-profit and not-for-profit organizations in good standing may be eligible for a small donation under the proposed policy.
- Applications for a small donation will be reviewed by town staff; approved donations are limited to two per organization per fiscal year and administered on a first-come, first-served basis.
- Approval authority on small donations made under this policy will be delegated to the town manager.

Timing Impact:
This policy will take effect immediately upon Council approval of the resolution and associated policy. Currently, the town manager does not have the authority to administratively approve small donations routinely requested by community organizations that benefit the Herndon community. Until such a policy is adopted, donation requests outside of the established Community Cultural Festivals Donation Policy or those specifically appropriated through the budget process cannot be considered or granted. As directed by Town Council during its July 2025 work session, staff is developing a more comprehensive donation policy for future Council consideration. Adoption of this small donation policy will provide the town manager with the authority to review and approve such requests through a consistent, fair, and equitable process, while staff works to develop a more comprehensive draft donation policy to the Town Council at a future work session.

Strategic Focus Area:
Thriving Community

Fiscal Impact:
Funding availability for small donations is subject to Town Council action. The proposed resolution authorizes a $2,500 budget transfer to provide funding for small donation requests.

Legal Impact:
Donations must be in accordance with Va.Code Sec. 15.2-953.

Staff Recommendation/Next Steps:
Staff recommends approval of the De Minimis Donation Policy and Resolution to fund the program and establish an approval process for the donations.

Attachments:
1. Resolution (Proposed)
2. Town of Herndon De Minimis Donation Policy (Proposed)