

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** February 21, 2022

**Re:** Ordinance 1856: Re-Establishment of the Park Donation Fund 770

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For more than twenty years, the Park Department has used the Park Donation Non-Reverting Fund 770 to track donations, sponsorships, and certain program and special event revenues and expenses. Occasionally, sponsorships or donations received exceed the cost of the event for which they were made. When donations and sponsorships are made, the giver is informed that any surplus balance will be used for another park purpose.

For programs and events that are held on a regular basis, these surpluses are held for use the next time the program or event is offered. However, there are times when a program/event is rebranded or stopped completely. There is no policy or procedure in place to shift these surplus dollars to another program or event. Park Staff would like to use the surplus funds to start new programs and events as well as to obtain supplies or perform repairs at the facilities where programs and events are held such as the Social Center.

In formulating a policy, it was discovered that there is no ordinance creating Fund 770. Ordinance 1856 has been drafted to formally establish the Park Donation Non-Reverting Fund 770 and to outline how the surplus balances will be handled.

**RECOMMENDED ACTION:**

By motion and roll call vote, hear Ordinance 1856 on first reading and set second reading for the next regular meeting.