

Policy Title: Health Complex Reserve Account Policy	Policy #:
Authority Approval: MAYOR & COUNCIL	Resolution #:
	Effective Date:
Distribution:	
<input checked="" type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation

**Purpose:** To establish the process to collect, maintain and distribute donated funds for the future Health Complex in Beaverlodge.

Policy Statement:

1. The Town of Beaverlodge may, collect, hold and distribute cash funds for the purpose of assisting in the building of a new Health Complex in the town of Beaverlodge.
2. The Town will deposit into a separate bank account all donations.
3. All donations of \$20.00 or more will be given a Municipal Tax receipt.
4. All donations received need to be witnessed and signed off by two Town staff members. (one staff member must be a manager)
5. An activity report of the account will be presented to council quarterly.
6. All fund disbursements require formal request and approval by Council.

Reviewed/Amended	Date:
Mayor	CAO