

TOWN OF SEABROOK, NEW HAMPSHIRE

DONATION & GIFT POLICY BOARD PACKET

Prepared for: Board of Selectmen

Prepared by: Town Manager

Date: 4/6/2026

SECTION 1 – DONATION & GIFT POLICY

1. PURPOSE

This policy establishes formal procedures governing the acceptance, review, documentation, and expenditure of donations made to the Town of Seabrook.

This policy ensures transparency, accountability, and compliance with applicable New Hampshire law, including RSA 31:19 and RSA 31:95-b.

2. AUTHORITY

This policy is adopted pursuant to:

- RSA 31:19 – Gifts, Legacies, and Trust Funds
- RSA 31:95-b – Unanticipated Revenue

3. GENERAL PROVISIONS

1. The Town may accept donations that:
 - Provide a clear public benefit
 - Support municipal programs, services, or facilities
 - Align with Town priorities
2. The Board of Selectmen retains the right to accept or decline any donation.
3. Donations shall not:
 - Result in personal financial gain to Town officials or employees
 - Influence procurement, regulatory decisions, or official actions
4. Donors shall not receive preferential treatment.

5. Donations with conditions shall be carefully reviewed and may be declined if they impose financial, operational, or legal burdens.

4. ACCEPTANCE OF DONATIONS (RSA 31:19)

- All donations shall be reviewed by the appropriate Department Head
- Final acceptance shall be made by the Board of Selectmen at a public meeting

5. EXPENDITURE OF DONATIONS (RSA 31:95-b)

- **\$5,000 or less:**
May be accepted and expended without a public hearing
- **Greater than \$5,000:**
Requires:
 - Public hearing
 - Vote of the Board of Selectmen

No funds shall be expended until these requirements are met.

6. RECEIPTS AND RECORDKEEPING

- Receipts issued for donations of \$100 or more or upon request
- The Town shall maintain complete records of all donations

7. FORMS AND IMPLEMENTATION

The Town shall utilize the following forms:

- Appendix A – General Donation Acceptance Form
- Appendix B – America 250 Donation Form
- Appendix C – Staff Decision Guide

ADOPTED BY BOARD OF SELECTMEN: APRIL 6, 2026

SECTION 2 – RESOLUTION

ACCEPTANCE AND USE OF DONATIONS FOR AMERICA 250 CELEBRATION

WHEREAS, the Town of Seabrook intends to participate in and support the commemoration of the **250th Anniversary of the United States (America 250)**; and

WHEREAS, the Board of Selectmen wishes to accept donations to support such celebration and related public purposes; and

WHEREAS, the Town maintains the Seabrook Recreation Revolving Fund to support recreational and community programming; and

WHEREAS, RSA 31:19 authorizes the acceptance of gifts and donations, and RSA 31:95-b governs the acceptance and expenditure of unanticipated revenue;

NOW, THEREFORE, BE IT RESOLVED:

1. Acceptance of Donations

The Board of Selectmen hereby authorizes the acceptance of donations in support of the Town of Seabrook's participation in the **America 250 celebration**.

2. Deposit and Accounting of Funds

All such donations shall be deposited into the **Seabrook Recreation Revolving Fund**.

Donations received for this purpose shall be **accounted for separately within the fund** for tracking and reporting purposes.

3. Authorized Use of Funds

Funds may be used:

For activities, events, and programming associated with the Town of Seabrook's participation in the commemoration of the 250th Anniversary of the United States, and for future public entertainment, cultural programming, and community events, including the planning, construction, improvement, or maintenance of facilities and infrastructure that support such

activities, including but not limited to performance spaces, bandstands, or similar public amenities, as determined by the Board of Selectmen.

4. Authority Over Expenditures

The Board of Selectmen retains authority over expenditures.

5. Compliance with Law

All donations and expenditures shall comply with RSA 31:95-b.

Donations over \$5,000 require a public hearing prior to expenditure.

ADOPTED this 6TH day of APRIL, 2026

BOARD OF SELECTMEN

Chair 

Member 

Member 

SECTION 3 – APPENDIX A

GENERAL DONATION ACCEPTANCE FORM

Donor Name: _____

Organization: _____

Address: _____

Phone / Email: _____

Type of Donation:

Cash Check Property Services Other

Description:

Estimated Value: _____

Restrictions:

Department Recommendation:

Accept Decline

Board Action:

Accepted Declined

SECTION 4 – APPENDIX B

AMERICA 250 DONATION FORM

Donor Name: _____

Donation Description:

Donation supports Seabrook's participation in the **America 250 celebration**

Donor acknowledges funds may be used for:

- America 250 events and programming
- Future public entertainment and cultural programming
- Community events
- Infrastructure (e.g., bandstand, performance space)

Restrictions (if any):

Board Action:

Accepted Declined

Public Hearing Required (> \$5,000)

SECTION 5 – APPENDIX C

STAFF DECISION GUIDE

- General donation → Use Appendix A
- America 250 donation → Use Appendix B
- Donation over \$5,000 → Public hearing required
- Restricted donation → escalate for review

SECTION 6 – DISBURSEMENT PROCEDURE

Step 1 – Acceptance and Appropriation

- Board accepts donation
- Public hearing required if over \$5,000

Step 2 – Authorization

- Board approves expenditure or budget

Step 3 – Request

- Town Manager submits request

Step 4 – Processing

- Funds are disbursed through normal municipal financial procedures

Step 5 – Tracking

- Funds tracked separately within the revolving fund

Administrative Guidance

- Use batch budgeting where possible
- Maintain documentation for all expenditures
- Ensure compliance with RSA 91-A