

**Marshall County
Commission**

Memo

To: Recipients of Marshall County Commission Contributions
From: Betsy Frohnapfel
cc: File
Date: 11-21-2024
Re: Update to Marshall County Commission Contribution Policy

Hello,

You are receiving this letter because your organization received a monetary contribution from the Marshall County Commission in the past year and we want to make you aware of a couple policy changes.

On Tuesday, November 19, 2024, the Marshall County Commission updated their policy regarding the criteria that must be met in order to be considered to receive funds. Please pay special attention to the Procedures Section on Page 1.

If you have any questions, please call the office at 304-845-0482 and we will walk you through the new criteria.

Thank you.

MARSHALL COUNTY COMMISSION CONTRIBUTION POLICY

November 19, 2024; EFFECTIVE January 1, 2025

The Marshall County Commission budgets funds, when available, in the General County and Coal Severance Budgets to contribute to individuals, groups and organizations who contribute to the quality of life for Marshall County residents utilizing funds that are subject to annual financial audits by the West Virginia State Auditor's Office. In those Audits, the Commission is responsible for being able to account for the validity of each individual, group or organization and how those funds are utilized, just as they are accountable for how county offices utilize their funds.

PURPOSE

This policy is intended to provide guidance on what criteria an individual, group or organization must meet in order to be considered to receive funds from this Commission. This policy does not apply to municipal partnerships this Commission enters into.

POLICY

It is the policy of this Commission that all individuals, groups or organizations who receive funds budgeted in the County's General County or Coal Severance Budgets shall be registered and in good standing with the Internal Revenue Service (IRS) and the State of West Virginia.

PROCEDURES

To be considered to receive financial contributions:

1. All individuals, groups or organizations must have a representative present at the County Commission meeting at time of the initial presentation; Not including submissions to the Community Development Fund;
2. All individuals, groups or organizations must submit proof of its IRS issued 501(c) or other non-profit status and proof of compliance with the WV SOS Office (ie: annual report or charitable registration) matching the exact name of the individual, group or organization requesting funds. The information requested in this section must be made available to the Commission with the initial presentation, noting that if any of the documentation is missing the request will not be considered until all documentation is received;
3. All requests must contain an itemized budget and a financial statement from individuals, groups or organizations at the time of the initial request. The information requested in this section must be made available to the Commission

upon the initial presentation, noting that if any of the documentation is missing the request will not be considered until all documentation is received;

4. All individuals, groups or organizations which receive funding from this Commission must submit a Contribution Expenditure Report to be completed monthly until all the awarded funds have been spent.
 - a. Contribution Expenditure Report: Exhibit A attached.

Approved this 19th Day of November 2024.



Mike T. Ferro, President



Scott G. Varner, Commissioner



John D. Gruzinski, Commissioner

APPROVED

NOV 19 2024

**BY COUNTY COMMISSION
MARSHALL COUNTY, WV**

Contribution Expenditure Report
Fiscal Year 2024-2025

Organization/Name: _____

Please indicate below the manner in which your \$_____ contribution was spent; include a copy of all receipts.

| <u>Date</u> | <u>Vendor</u> | <u>Amount</u> | <u>Items/Services Purchased</u> |
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Signature

Date

NOTE: Please complete and return every 30 days until all contributed funds are expended.
Thank you.