

FAQ's about the ANNUAL DONATION PLAN for FY2017 REVISED 3/20/17

1. Q: Who initiated the Annual Donation Plan, and why?
A: The Library Director and SAPL administrative staff developed the Annual Donation Plan processes, in order to have a better idea of the potential resources available and to facilitate purchasing to benefit SAPL facilities and use of all available funds.
2. Q: Where did the "FY 2017 Plan Amount" figure (amount of money) come from that each SAPL manager associated with a Friends' group was given?
A: The figures were taken from the Friends' group account balances that were reported on the FOSAPL Treasurer's Report of June 30, 2016. That figure was a "starting point", but any Friends' group can reduce the amount that the group agrees to donate during the year.
3. Q: Why would a Friends' group reduce the amount?
A: The group may be saving up for a future high-ticket purchase, or may anticipate expenses to be incurred for the Friends' group itself (e.g. purchase of a new Book Sale banner, or other expenses for a fundraiser).
4. Q: What about *increasing* the amount, based on *anticipated* revenue from future book sales?
A: This is not recommended. However, the Plan can be changed at any time [with the approval of the Public Service Administrator and Director].
5. Q: There are three lines at the bottom of the FY 2017 Donation Plan – Friends" form. Do the Friends sign this form, and is it a "contract", if they do sign it?
A: The third line is there for the date of the meeting at which the Friends' group approved the Plan. It is an agreement that can be changed during the year if necessary.
6. Q: After the Friends group has "approved" the Plan, will the FOSAPL Treasurer send a check that will cover all those purchases to the SAPL Fiscal Office?
A: No: the FOSAPL Treasurer still needs to receive a REQUEST FOR FUNDS form, with detailed information about each proposed purchase.
7. Q: For example, if the "Friends of the Snow Branch library" approve spending \$3,025 for furniture, book trucks and a shredder (to be purchased from several different vendors), will a check in that total amount be sent to the Library's Fiscal Office by the FOSAPL Treasurer, and "held in trust" for those purchases?
A: If each of those items/vendors is listed on one REQUEST FOR FUNDS form (with a copy of the bid quotation for each item, attached to the form), the total amount will be sent to SAPL to cover those items. See also General Information for FOSAPL Treasurers, #7.
8. Q: What should the "Snow Branch Manager" do, after the Friends group has approved an expense of up to \$3,025 to purchase those items of Equipment & Materials, for example?
A: The branch manager should:
 - Identify the *specific* items that are desired [from catalogs or internet searches]
 - Fill out a Friends of the San Antonio Public Library REQUEST FOR FUNDS form, using a separate line for each item (unless ordering multiples of the same item)
 - Give the REQUEST FOR FUNDS form to the branch Friends group treasurer, to send to the FOSAPL Treasurer

9. Q: What will the FOSAPL Treasurer do with the form?
A: She will send a copy of the REQUEST FOR FUNDS form, the details (i.e. item descriptions, model numbers and vendors) and a check for the amount needed to cover those purchases to the Library's Fiscal Office.
10. Q: What will the Library's Fiscal Office do then?
A: The items will be ordered by the Library's procurement staff and paid for by the Fiscal Office. When they have been received, the Branch Manager will notify both the Fiscal Office and the Friends' group treasurer that the items have been received. The SAPL Fiscal Office will send a copy of the purchase receipt to the FOSAPL Treasurer.
11. Q: What if the Friends' group approves funds for refreshments and/or items (e.g. craft supplies) to support programs?
A: There are two options:
- i. The treasurer of the friends group could purchase and deliver the refreshments and/or items for each occasion, and then request reimbursement by sending a REQUEST FOR FUNDS form [with receipts attached to it] to the FOSAPL Treasurer.
- OR**
- ii. The **group treasurer** will purchase a **gift card** from HEB, Walmart, Pizza Hut, etc. for **up to \$100**, record the card number, give the card to the branch manager, and request reimbursement from the FOSAPL Treasurer. The branch staff is responsible for the card security, and for retaining all receipts for purchases made with it. After the card is "used up", the branch manager will give the receipts to the group treasurer, who will match them to the card number and keep them in his/her files.
12. Q: Our friends group likes to give the staff "holiday" gift cards in appreciation. Is that still acceptable?
A: City of San Antonio employees are required to fill out paperwork if they accept any gift (cash or gift card) greater than \$ 25.00, so any "gift" greater than that may be a problem for them. Many friends groups have chosen to purchase something that the entire staff can enjoy together, such as the entrée or dessert for a holiday party.
13. Q: The Friends group treasurer used to be able to reimburse SAPL employees for purchases that they had made. Can that still be done?
A: **No**, City of San Antonio policy is that employees may not be reimbursed directly by the Friends even if they present receipts for items the Friends had previously approved for purchase.
Instead, the Friends group treasurer may purchase a gift card (\$100 or less) to be held by the Branch Manager [although another librarian may use it for designated purchases, with the Branch Manager's permission]; the Branch manager will be responsible for collecting receipts for all purchases made.
The FOSAPL tax-exempt permit number (17460634425) must be used for all purchases.
14. Q: Is there a limit to how many \$100 gift cards will be issued for staff use at a time?
A: This may depend on the purposes for which the cards are intended (e.g. different age-level programs, different vendors, specific local purchases, etc.), and the level of financial responsibility that the Branch manager is willing to accept, as the cards and receipts are her/his responsibility.