

Westside UU Congregation Gift Acceptance Policy

1. Purpose of the Gift Acceptance Policy

The purpose of this policy is to establish guidelines for Westside Unitarian Universalist Congregation (WSUU) to evaluate and accept charitable gifts in an efficient, ethical, legal and professional manner.

2. Gifts

2.1 Church Funds

The **General Fund** refers to the Annual Operating Budget and Unrestricted Net Assets of WSUU. The **Endowment Fund** is a permanently restricted fund created to provide for the long-term health and survival of the Congregation. The **Building Fund** was created initially to fund the purchase and renovation of the Church property at 7141 California Avenue Southwest, Seattle, WA. The Building Fund exists to provide for this and other Building needs. Designated gifts can be made to the General Fund, to the Endowment Fund, to the WSUU Building Fund, or to other funds as established by the Board of Trustees.

2.2 Use of Gifts

All contributions given to the WSUU are the ultimate property of the WSUU. WSUU will make every good faith effort to use gifts as designated by the donor for a reasonable period of time. If designated gifts cannot be used for their original purpose as specified in writing, WSUU shall endeavor to find a complementary use, or will request permission to use it for an alternate use. If none of these options work, the gift will be returned.

3. Gift Acceptance

3.1 Unless otherwise designated or restricted by purpose or time in writing, all gifts to WSUU will go to the General Fund.

3.2 Any gift accepted by WSUU must be consistent with the policies and purposes of WSUU.

3.3 The WSUU may only accept gifts from individuals, corporations, trusts, foundations and others that: fit with WSUU's mission, goals, programs and activities; provide measurable benefit to WSUU; and do not present significant economic or non-economic drawbacks.

3.4 In addition, WSUU will not accept gifts that: violate our tax-exempt status; violate laws or are otherwise unethical, including gifts that discriminate based upon race, color, sex, sexual orientation, gender identity, class, creed, ethnic or national identity, physical ability, or age; inhibit the procurement of gifts from other donors; lack charitable intent or disproportionately benefit the donor as compared to WSUU; or costs WSUU more than they benefit WSUU.

3.5 Final authority to accept or decline gifts rests solely with the Board of Trustees (Board).

3.6 The Board may accept the following types of gifts without prior review and approval so long as the gift is unrestricted or restricted to a purpose or fund that the Board has previously approved and it complies with the criteria in section 3.

3.6.1 Cash. Cash gifts are acceptable in any form, including checks, money orders, credit cards, or when available, on-line donations.

3.6.2 Marketable Securities. Marketable securities may be transferred electronically to WSUU through a broker or other Financial Institution. It is the Policy of WSUU to liquidate gifted securities expediently unless the Board specifically approves their retention.

3.6.3 Bequests. Currently WSUU may accept bequests including gifts in Wills or beneficiary designations under trusts, life insurance policies, commercial annuities, retirement plans or other assets for which a beneficiary may be legally named.

3.7 Administrative Costs and Expenses. It is the objective of WSUU that direct costs of administering deferred gifts will not be borne by the general fund, since to do so would require subsidization by unrestricted gifts from others. Therefore, costs incurred by WSUU directly shall be reimbursed out of the proceeds of the gift.

3.8 Memorial Gifts. WSUU encourages the contribution of unrestricted memorial gifts and bequests. Gifts with specified restriction are subject to Board review as described in this Policy.

3.9 Tangible Personal Property. WSUU may accept gifts of tangible personal property valued at under \$5,000 which are easily put to use for WSUU's charitable purpose and over which WSUU has complete control including discretion to retain or liquidate.

4. Gifts That Require Prior Review And Acceptance By The Board

This section identifies types of gifts that may only be accepted by the Board after careful review.

4.1 Tangible Personal Property: Tangible personal property valued at over \$5,000, or which the donor is requiring WSUU to retain, or the use of which is not related to WSUU's charitable purpose.

4.2 Life Insurance Policies: Gifts of life insurance where WSUU is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.

4.3 Real Estate: WSUU strongly encourages liquidation of all real property assets

before contribution. All gifts of real estate must be carefully and fully evaluated and reviewed before acceptance.

4.4 Gifts Involving Trusteeship, Fiduciary other Legal Duties: WSUU may not serve as a trustee, personal representative, executor or other fiduciary without specific approval of the Board and legal review of the gift and the accompanying duties.

5. Pledges

WSUU may accept written promises from donors to pay money or donate other assets. Pledges are tracked and reported through a pledge database and pledge statements are generated for the donor at least annually. Pledge revenue is recorded when received in accordance with Generally Accepted Accounting Principles.

6. Donor Restrictions

WSUU may accept gifts restricted to a particular time or purpose. All restrictions must comply with the requirements of this Gift Acceptance Policy, particularly Paragraph 2.2.

7. Accounting Practices

A separate fund code is established in the chart of accounts for restricted funding sources that utilize line item budgets. Expenses that fulfill the restrictions of the donor are recorded in the appropriate fund code. Separate bank or other financial institution accounts are not required for each restricted funding source. WSUU may at times choose to establish designated investment accounts to facilitate management of the funds.

8. Use Of Legal Counsel and Financial Advice

WSUU will seek legal counsel or financial advice in matters relating to acceptance of gifts whenever appropriate as determined by the Board. WSUU strongly encourages all prospective donors to consult with their own legal and financial advisors in matters relating to their gifts and any tax implications. WSUU will not provide legal counsel or financial advice to prospective donors.

9. Board Review And Acceptance Procedures

Prior to accepting gifts, the Board should consider whether gift would be consistent with these policies and beneficial to WSUU.

9.1 The procedure of evaluating each potential gift shall be as follows:

9.1.1 Whenever review is required by the policy, the Board will evaluate the potential gift in accordance with this policy. The Board will determine whether to accept or decline the gift by carefully reviewing the details of the gift and applying the criteria in sections 3 and 4, and applying other criteria as appropriate (e.g. gifts of real estate).

9.1.2 The Board's determination will be recorded in the minutes of the meeting at which the gift was accepted. The discussion and decision of a declined gift may be recorded as for an Executive Session.

9.1.3 If the Board declines the gift, the donor will be informed quickly and politely that WSUU will not be able to accept the gift, a brief explanation of the reason why not, and any delivered gifts will be returned.

9.2 Acknowledgment

Generally all gifts will be acknowledged with appreciation. Upon receiving a signed gift agreement and appropriate documentation of the will, insurance policy, transfer of interest, etc., WSUU will acknowledge the gift in a manner acceptable to both parties.

9.3 Solicitations

Should the Board consider soliciting gifts, the Board should consider whether gifts offered in response to the solicitation would be consistent with these policies and beneficial to WSUU.

10. Valuation And Management

All gifted assets will be valued in accordance with IRS regulations, including those requiring donors to provide their own valuation for tax deduction purposes, and Generally Accepted Accounting Principles. All gifted assets will be managed in accordance with Gift Agreements, the Financial Policies of WSUU, all applicable laws and regulations and Generally Accepted Accounting Principles.

Approved by the Board of Trustees May 21, 2016.