

This gift acceptance policy is excerpted from the Board Policy Book, amended April 12, 2022. The full document can be accessed [here](#).

Gifts to the Church

Date Adopted: March 13, 2012 Date Amended: September 12, 2017; June 9, 2020
Date Last Amended: October 13, 2020

Types of Gifts

Gifts can be made to the church in many forms. Cash and pledges should be sent to the Congregational Administrator.

Gifts of marketable securities may be given to the church through transfer to the church's brokerage account following the instructions of the Congregational Administrator. All marketable securities shall be sold soon after receipt. Each such gift will be valued on the day the securities are received.

Gifts of tangible or real property may include real estate, art, furniture, books, stamps, coins, and other collections. Such gifts must have values assessed by properly accredited independent appraisers retained by potential donors for appropriate gift tax credit. The church shall acknowledge receipt of such gifts but will not verify values. If the church sells, exchanges, or otherwise disposes of any such gift within two years after the date of the gift, the church will furnish the Internal Revenue Service and the donor with any tax forms required by law.

Gifts of bequests or life insurance beneficiary designations will not be recorded as gifts until such times as they are irrevocable. If the gift is irrevocable but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

A charitable gift annuity (CGA) is a planned gift that is made during the donor's lifetime and is managed by the UUA. The minimum amount for a CGA is \$10,000. More information is available from the UUA or the Endowment Committee.

How Gifts are Used

Donors may designate that their gifts go to the general operating fund, the Capital Fund, the Endowment Fund, any existing restricted fund, or any new fund that the Board of Trustees may choose to create. If the church receives an undesignated gift of \$2500 or more, the Board will make an effort to determine the intent of the donor. If the intent of the donor cannot be established, undesignated gifts of \$2500 or more will be allocated by the Board. Undesignated gifts less than \$2500 shall go to the general operating fund.

If a family designates that memorials for a family member go to a specific fund, all gifts identified as being given in honor of that person shall go to the specified fund unless the donor states otherwise, in which case the donor's designation shall determine the fund to which the gift goes.

If, in the opinion of the Board, all or part of a gift cannot at some time in the future be usefully or practically applied as it was designated by the donor or if the designation cannot be achieved because of a future change in law or unforeseeable circumstances, it may be used for any related purpose which in the opinion of the Board will most nearly accomplish the donor's wishes.

Accepting Gifts

The Board of Trustees shall determine the acceptability of all gifts to the church. The Endowment Committee shall determine the acceptability of gifts to the Endowment Fund consistent with Board policy. In determining the acceptability of a gift, the Board shall consider the following factors:

- Whether the gift is consistent with the values and mission of the church;
- The usefulness of the gift for church purposes;
- The marketability of the gift;
- The restrictions, reservations, easements, or other limitations, if any, associated with the gift;

- The costs associated with the gift (such as the costs of insurance, property taxes, debt, or other encumbrances associated with the gifts of real estate);
- The presence or absence of environmental damage (for real estate); and
- The availability of a title binder (for real estate).

In the event that any of the factors are problematic, the Board shall require appropriate resolution of the problems or shall reject the gift.

Treatment of Gifts All gifts will be acknowledged by the Board president, Chief of Staff, or their designee. Gifts shall be confidential or anonymous if so designated by the donor. In all cases, donor lists shall not be shared with any other organizations. The tax treatment of gifts is a matter to be determined by the donor and his/her tax advisors. The church cannot provide tax or estate planning advice regarding gifts.