

The Scarsdale Congregational Church

Gift Acceptance Policy

Adopted: March 24, 2015

Introduction:

Thank you for considering making a gift to The Scarsdale Congregational Church (SCC). From its inception, visionary gifts and bequests, both modest and sizeable, have been critical to the very existence of the SCC and its mission, programs and commitment to the community. For example, gifts and bequests have:

- Provided the land for Dyckman Hall and the Office Building;
- Enabled the construction of our Sanctuary;
- Facilitated the creation and continued support of programs that have enriched our spiritual life and the quality of life in our community and beyond.

SCC is optimistic about future support and therefore, SCC has established a Gift Acceptance Policy which stipulates that gifts must be solicited, accepted, processed, recorded, acknowledged, and stewarded in a manner consistent with the intent of the donor and will assure that the SCC will use good stewardship and consistency in decision making. The details of this policy follow.

Types of Gifts Accepted:

- **Cash**
 - SCC will accept gifts of cash and cash equivalents in any form.
 - Checks should be made payable to “The Scarsdale Congregational Church”.
 - Those interested in making wire transfers should contact the SCC Finance Office for wiring instructions.
- **Publicly Traded Securities**
 - SCC will accept any publicly traded securities that can be readily converted to cash (stocks, bonds, options, interests in publicly-traded partnerships, etc.).
 - Donors should know that SCC’s policy is to convert all publicly traded securities to cash as soon as possible after receipt.
- **Non-Publicly Traded Securities**
 - Whether or not SCC will accept a gift of non-publicly securities (such as stock in a closely-held corporation, interests in closely-held general or

limited partnerships, and interests in limited liability companies [“LLCs”] etc.) will be made on a case by case basis.

- In deciding whether or not to accept such a gift SCC will consider, among other things:
 - The marketability of the gift;
 - The amount of income the gift is likely to produce;
 - Whether holding the gift could subject SCC to any potential liability;
 - Whether holding the gift creates any issues under the Federal securities laws;
 - Whether acceptance of the gift would require SCC to become a party to any contract (such as a shareholders agreement, a voting trust, a partnership agreement, a limited liability operating agreement, etc.), and if so:
 - Whether the agreement requires SCC to make additional investments (such as capital calls);
 - Whether the agreement requires SCC to make any representations;
 - Whether the agreement may require SCC to participate in a sale negotiated by a third party; and
 - Whether the gift requires SCC to participate in management.
- **Tangible Personal Property**
 - SCC will consider all gifts of tangible personal property.
 - In determining whether to accept any particular gift, SCC will consider, among other things:
 - The condition, usability and/or marketability of such property;
 - SCC’s need for the type of property offered;
 - The cost of any storage or insurance needed; and
 - Any other unusual feature or condition involved in the transfer.
- **Real Property**
 - SCC will consider all gifts of improved and unimproved real property.
 - Full interests, partial interests and remainder interests in real estate all are potentially acceptable.
 - In deciding whether to accept any such gift, SCC will consider, among other things:

- The condition, location and value of the property;
 - The marketability of the property;
 - The costs of maintaining and insuring the property;
 - Whether the property is subject to mortgages, easements, liens or other encumbrances; and
 - Whether there are any environmental or other liabilities associated with owning the property.
- **Insurance and other Contract Rights**
 - Gifts by contract, particularly life insurance policies and assignments of certificates of deposit and annuities, through which SCC will receive a future benefit, are acceptable with no minimum, so long as SCC is not required to expend funds from sources other than the donor to maintain the contract.
 - SCC may be named as a percentage or contingent beneficiary of a life insurance policy.
 - Paid-up life insurance policy gifts in which SCC is the named owner and/or irrevocable beneficiary are acceptable with no minimum.
 - **Other Gifts**
 - Other gifts not specifically mentioned in this policy may be acceptable within reason for the purpose given, and in an amount appropriate for the type of gift.
 - SCC is expected to use financially and legally sound rationale for acceptance. This policy should serve as a general guideline under these circumstances.

Restricted vs. Non-Restricted Gifts

- SCC prefers non-restricted gifts because such gifts give SCC the most flexibility in fulfilling its mission, supporting its programs, and responding to the ever-changing needs of the community and the congregation.
- SCC will consider gifts that have no restrictions on the amount that can be spent in any one year, but limited to specific programs and purposes, provided that such programs and purposes are consistent with SCC's mission. In deciding whether or not to accept any such gift, SCC will consider:
 - The size of the gift; and
 - The uses to which it can be put.
- SCC will also consider gifts that restrict the amount of the gift that can be spent in any one year (for example, a gift requiring the amount of the gift to be held in a separate fund and allowing only income from, or a certain

percentage of, the fund to be spent in any one year). In deciding whether or not to accept such a gift, SCC will consider, among other things:

- The size of the gift; and
- Whether the fund will be difficult or burdensome to administer.
- In general, the larger the gift, the more willing SCC will be to hold it in a separate fund.

Consultation with Legal Counsel

- SCC may seek the advice of legal counsel in matters relating to gift acceptance when appropriate.
- Consulting legal counsel with respect to a proposed gift should not be construed as acceptance thereof, but as a means of investigating the appropriateness of the gift.
- In addition, SCC will urge all prospective donors to seek the assistance of personal legal, tax and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

Authority to Negotiate

- SCC is authorized to utilize the services of any advisor or legal counsel it deems necessary in order to negotiate gifts through lifetime trusts, testamentary trusts and other charitable gift vehicles (including charitable remainder trusts, charitable lead trusts, pooled income funds, private foundations, donor advised funds and charitable gift annuities).
- Gifts negotiated by SCC, or any agent or legal counsel on behalf of SCC, must be in accord with this gift acceptance policy. All such gifts negotiated by an advisor or legal counsel on behalf of SCC are subject to final acceptance by SCC.

Valuation and Acknowledgment of Gifts

- SCC will acknowledge to the donor, in writing, the value of all gifts of cash and publicly-traded securities.
- Except as provided below, if SCC is able to sell any real property, tangible personal property or other property within a reasonably short time after such property is given to SCC, SCC will acknowledge to the donor, in writing, the amount it received from the sale.
 - However, SCC will not report the amount received from any sales of items (such as books, used clothing, used furniture, etc.) that are sold at our Church Fair, Garage Sale or Clothing Sales.

- For all other gifts, SCC will acknowledge to the donor, in writing, the property it has received, but not the value thereof.
 - That notwithstanding, for purposes of its records, SCC will assign a value to all cash and non-cash gifts received in an appropriate manner and in accordance with sound accounting principles.
 - The value assigned to any non-cash gift should not be shared with the donor.
- In the case of all non-cash gifts, the donor is responsible for valuing the gifts made in order to determine the amount of any income or estate tax deduction to which the donor is entitled.
- For cash and non-cash gifts alike, the donor has full responsibility for claiming any deduction with respect to such gifts, including the filing of all appropriate tax forms and obtaining any required appraisals.
- Unless anonymity is requested by the donor, SCC may announce the donor's gift to the congregation, and give appropriate recognition to the donor.