

1 St. John United Church of Christ
2 520 Fairfield Ave.
3 Bellevue, KY 41073
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5 **Gift Acceptance Policy**

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7 Approved by Strategic Leadership Council – February 22, 2018
8 Reviewed by Strategic Leadership Council – September 2018
9

10 **Introduction:**

11 St. John United Church of Christ (the Church) continues to be blessed with a generous
12 membership whose gifts of time talent, treasure and other assets reflect an understanding
13 of stewardship as the responsible gratitude and relationship of trust for all of God’s many
14 blessings. In response the Church commits itself to responsible administration of all
15 prospective gifts and wishes to honor the intent of the donor whenever possible.
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17 **Purpose and Administration:**

18 The purpose of the Gift Acceptance Policy is to govern the acceptance of gifts and to
19 provide guidance to donors and their professional advisors. The acceptance or non-
20 acceptance of each donor non-cash or restricted gift will be the responsibility of the
21 Strategic Leadership Council (SLC) in consultation with the appropriate committee/s.
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23 **Guidelines:**

- 24 • A disciplined consistent approach will be used to determine the acceptance of a gift,
25 timing, and disposition.
- 26 • The SLC will not allow the acceptance of gifts that are inconsistent with the stated
27 vision, mission and purposes of the Church or that could result in a negative impact on
28 the Church.
- 29 • All gifts received and accepted by the SLC shall be made public unless the donor
30 requests anonymity.
- 31 • All gifts to the Church will comply with IRS requirements.
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33 **Legal:**

34 The SLC may seek the advice of legal counsel in matters relating to gift acceptance when
35 appropriate. Utilization of legal counsel should not be construed as gift acceptance but as
36 a means of investigation of the appropriateness of the gift. All prospective donors are
37 encouraged to seek the assistance of personal legal and financial advisors in matters
38 relating to their gifts and the resulting tax and estate planning consequences.
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40 **Gift Types:**

41 **Cash:** Cash is acceptable in any form. Checks should be payable to St. John United
42 Church of Christ. The check memo line should define how the money is to be designated:

- 43 • General funds;

- 44 • Specific designated collections (i.e., youth trip);
- 45 • Memorial Fund;
- 46 • Current fund established by the SLC; or
- 47 • Restricted Gift to an account not yet identified by SLC (see note below).

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49 ***Non-Cash:*** All non-cash gifts shall be examined using the following criteria:

- 50 • Is the gift marketable?
- 51 • Are there any undue restrictions on the gift?
- 52 • Are there any undue restrictions that would prevent the Church from readily
- 53 converting the gift to cash?
- 54 • Will owning or selling the asset expose the Church to liability?
- 55 • Are there any costs involved?
- 56 • Is the gift useful for the purposes of the Church?

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58 ***Unrestricted Gifts:***

59 The SLC will accept unrestricted gifts provided that such gifts are consistent with the
60 Church's stated vision, mission, and purpose.

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62 Any gifts not specifically identified by the donor will be considered unrestricted. The
63 SLC will determine how the gifts are to be used or directed.

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65 ***Restricted Gifts:***

66 The SLC cannot accept gifts that are unduly restrictive in purpose, difficult to administer,
67 or gifts subject to donor control. Small designated cash gifts may be designated as
68 restricted by the donor, for specific programs and purposes, if the gift can easily be
69 administered as a one-time distribution. The SLC, with guidance from the appropriate
70 committee/s or legal counsel, will determine if the value of the gift merits any associated
71 restrictions.

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73 The Treasurer will keep a record of the expenditures and current balance of all restricted
74 gifts, with the stated restrictions. If the program or purpose of the designated funds has
75 been achieved or concluded, the SLC will determine how any remaining funds will be
76 used or directed.

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78 ***Liquidation of Non-Cash Gifts:***

79 Non-cash gifts that are accepted may be liquidated upon receipt. The SLC may, at its
80 discretion, not immediately liquidate some non-cash gifts, such as real estate, to provide
81 for future needs.

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83 ***Real Estate:***

84 All gifts of real estate must be given with an appropriate title search, environmental
85 evaluation, survey and appraisal. The SLC will determine if the costs of transferring will
86 be accepted by the Church or must be responsibility of the donor. Gifts of real estate
87 must also be unencumbered of liens, litigation, or any other potential liability for the
88 Church.

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90 ***Valuation of Gifts:***

91 Donated securities will be recorded at the fair market value on the date of the transfer to
92 the Church. The donor has the sole responsibility for identifying the value of any non-
93 cash gift(s) for tax purposes.

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95 ***Acknowledgement of Donor Gift:***

96 The donor of a restricted gift, will receive a written letter from the SLC within a month,
97 acknowledging appreciation for the gift. If needed, the letter will inform the donor that
98 the SLC is reviewing the Church's policy to insure the restrictions of the donor can be
99 met and confirmation will be sent as soon as the review is complete.