

## **GIFT ACCEPTANCE POLICY**

### **First United Methodist Church of Hurst Foundation**

#### **PURPOSE**

The First United Methodist Church of Hurst Foundation (hereafter referred to as The Foundation) was established by Charge Conference action on the 4th day of November, 2014. One of its responsibilities is to review gifts to the Foundation Fund for acceptance or rejection. The purpose of this Gift Acceptance Policy is to describe the type of gifts that can be accepted and the manner in which they can be accepted.

Such a policy will facilitate giving by allowing the Foundation Board (hereafter referred to as the Board) to respond quickly in the affirmative, where appropriate, and to seek broader approval before acceptance, where necessary. It will guide and encourage the Board to decline gifts which are not appropriate to the church's ministry. It will encourage funding of the Foundation Fund (hereafter referred to as the Fund) without encumbering the organization with gifts which may prove to generate more cost than benefit, or which are restricted in a manner that is not in keeping with the goals of the church.

A major goal will be to assure all donors are given equal consideration.

#### **INTRODUCTION**

The Board reserves the right to decline or otherwise refuse any gift offered to the Foundation, with or without cause. Reasons for which a gift may be declined include, but are not limited to the following:

1. The Board does not believe it is in the best interest of the Foundation or the Fund to abide by the restrictions placed on the gift by the donor.
2. The costs to maintain the gift or to meet the restrictions placed on the gift by the donor are considered to be excessive for the Fund.
3. The gift is considered to be inappropriate or unrelated to the tax-exempt purposes of the church or the Fund.
4. The gift is designated to benefit or to be channeled to a specific individual.

#### **GIFT ACCEPTANCE TERMS AND CONDITIONS**

All gifts will be acknowledged by written confirmation of the gift and of any terms and conditions of the gift acceptance. All information concerning donors and prospective donors, including their names, names of beneficiaries, the amount and type of the gift, aspects relating to their estates, etc., shall be kept strictly confidential except when donors permit the release of such information.

##### **I. OUTRIGHT GIFTS**

**A. CASH**

1. Gifts in the form of cash and checks shall be accepted in any amount.
2. All checks must be payable to First United Methodist Church of Hurst Foundation and in no event shall they be made payable to an employee, agent, or volunteer for credit to the Foundation.

**B. PUBLICLY TRADED SECURITIES**

Securities that are traded on the exchanges shall be accepted by the Foundation. If the gift is deemed acceptable to the Board, the gift will immediately be sold in a manner deemed most appropriate by the Board.

**C. REAL PROPERTY**

1. All gifts of real property will be evaluated by the Board on a case by case basis.
2. Prior to approval, the Board shall review a report on the true marketability of the property.

**D. TANGIBLE PERSONAL PROPERTY**

1. All gifts of personal property such as automobiles, jewelry and other items of value must be unencumbered and given outright. The gift must have the approval of the Board and will be reviewed on a case by case basis.
2. The Board shall review the personal property evaluating the following:
  - a. Current title and ownership
  - b. Marketability and approximate value
3. The Board shall make the decision to accept, keep or sell the property.

**E. NON-CASH GIFTS AND ALL OTHER PROPERTY**

1. All non-cash gifts such as securities and tangible property will be acknowledged in a dated letter from the Chair of the Foundation Board, which will include a description of the gift. There will be no appraisal, acknowledgement of appraisal, or determination of value offered in the acknowledgement process. The donor has sole responsibility to the Internal Revenue Service for identifying the value of any non-cash gift.
2. The Board shall make the decision to accept any other property that it may deem to be in the interest of the Foundation.

**II. PLANNED (DEFERRED) GIFTS**

**A. BEQUESTS**

1. Gifts through wills (bequests) shall be actively encouraged by the Board.
2. Upon inquiry by a prospective donor, all representations as to the future acceptability of various properties to be left to the Foundation in a will or other deferred gift shall be made in accordance with the terms and provisions of Paragraph I (A-E) of this document.
3. Gifts of property that are not acceptable from estates shall be rejected by the Board and that decision shall be communicated to the legal representatives of the estate.

B. GIFT ANNUITIES AND CHARITABLE TRUSTS

1. The Board will recommend the Texas Methodist Foundation as underwriter or trustee, but will work with any other qualified and registered agent or financial service provider chosen by the donor.
2. Gift Annuities and Charitable Remainder Trusts and all other deferred gifts shall be encouraged as a method of making gifts to the Foundation while retaining income which may be needed by the donor for personal purposes.

C. LIFE INSURANCE POLICIES

1. The Board will encourage donors to name the Foundation as beneficiary of life insurance policies that they have purchased.
2. The Board will not accept gifts from donors for the purpose of purchasing life insurance on the donor's life.
3. No insurance products will be endorsed for use in funding gifts to the Foundation.

III. PAYMENT OF FEES RELATED TO GIFTS

A. FINDER'S FEES OR COMMISSIONS

No fees shall be paid to anyone as consideration for directing a gift to the Foundation.

B. PROFESSIONAL FEES

1. In general, the donor shall pay any fees associated with the gift.
2. No fees shall be paid to anyone as compensation for any sale of any products to the donor.

IV. RESTRICTIONS

- A. Any restriction on the use of any gift must be approved by the Board prior to acceptance of the gift.
- B. A designated permanent sub fund, other than those identified, may be established with a minimum gift of **\$100,000** or such minimum to be determined appropriate and approved by the Board.

This policy will be subject to review and change from time to time and may be amended by the Foundation Board.

Adopted on October 21 of 2015 by the First United Methodist Church of Hurst Foundation.

  
Chair

  
Secretary