

## **Fox Valley Unitarian Universalist Fellowship Endowment and Gift Acceptance Policies**

### **The Endowment**

All gifts not otherwise designated, whether given during a person's lifetime or through an estate, will be directed to the Endowment. The Endowment consists of these gifts and all investment growth and earnings on the principal.

Before any distributions from the Endowment are considered, the value of the Endowment must exceed 20% of the current fiscal year's operating budget (for example, an \$800,000 operating budget would require the Endowment be at least \$160,000). A Mission Account will be created when this threshold has been reached. The Mission Account will fund activities that strengthen the mission of the Fellowship including, but not limited to, special projects and social actions. At the beginning of each calendar year the Planned Giving Committee will evaluate annual earnings and determine an amount available for distribution. The distribution process will be conducted each year prior to March 1 so that the Board and Executive Team can be aware of any Mission Account funds available for use in the next fiscal year's budget or for special projects. Funds in the Mission Account will carry over from fiscal year to fiscal year if the Board chooses not to spend them. Monies not designated for the Mission Account will be returned to the Endowment. Should the Endowment drop below the 20% threshold (increased budget, negative earnings, decrease in asset value), additions to the Mission Account shall cease until the threshold is again reached. Once designated for the Mission Account, funds will not be reversed even in the case of the endowment not meeting the 20% threshold.

### **Gift Acceptance**

Certain gifts to the Fellowship may require a review process.

1. The Planned Giving Committee will review gifts that:
  - a. have designations
  - b. require an appraisal
  - c. have limited market value
  - d. have social and/or ethical issues
  - e. have environmental concerns
  - f. request naming rights
  - g. may not be consistent with the Fellowship's mission or goals, or
  - h. raise other concerns
2. The Planned Giving Committee will review such gifts in collaboration with the Executive Team or its designated representative. A recommendation will be submitted to the Governing Board accompanied by an explanation for the recommendation.
3. The Governing Board will determine whether to accept the gift based on the information provided by the Planned Giving Committee, Executive Team, the donor/estate and other involved parties.
4. The Governing Board may choose to work directly with the donor if there is mutual interest in modifying the gift/proposal to meet the Fellowship guidelines.
5. Donors of gifts with any designations will be asked to complete a donor intent form in consultation with the Office Administrator or a member of the Planned Giving Committee. The form will state that "If the designated purpose of the gift becomes dated through changes

in uses of the Fellowship's property and spaces, or due to obsolete program priorities, the Governing Board reserves the right to re-purpose the gift, while honoring the spirit of the original designation."

6. Gifts to the Fellowship designated for the "Ministers Discretionary Fund" may be reported by the Ministers to the Board at their discretion and request, but are not accepted, managed or overseen by the Planned Giving Committee.

### **Gift Acknowledgement**

1. An acknowledgement for legal and tax purposes, in the form of the quarterly giving statement, shall be sent to the donor from the Office Administrator.
2. The chair of the Planned Giving Committee, the minister(s) and/or Governing Board President may send a note of appreciation and recognition to the donor.
3. The Governing Board president will send a letter of regret when a gift must be declined which will include an explanation of the decision.
4. The office administrator will add the donor's name to the Acorn Society list, if not already a member.

### **Tangible Gifts**

Tangible gifts to the Fellowship are welcome and appreciated. Tangible gifts are received for the benefit of the Fellowship and will be used in accordance with the Board's Ends, accordingly:

1. Tangible gifts can include, but are not limited to, fine arts, real estate, and other property.
2. All tangible gifts become the property of the Fellowship once accepted.
3. Decisions regarding the use, placement, maintenance, repair, restoration or liquidation of tangible gifts with a value of \$1000 or less are vested with the Executive Team. The Executive Team shall not fail to notify the Governing Board about the acceptance or liquidation of these tangible gifts.
4. The Executive Team shall not fail to notify the Governing Board of the offers of tangible gifts with a value greater than \$1000. The Board may vote the acceptance and liquidation of these tangible gifts and it may create additional policies to further describe the use of these tangible gifts.
5. The Executive Team shall not accept tangible gifts as payment of a pledge.
6. The Executive Team shall not fail to have any official documents relating to the transfer of real or personal property signed by a designated officer of the Fellowship determined by the Board.
7. The Executive Team must not fail to express appreciation on behalf of the Fellowship to the donor of any tangible gift, and when appropriate, request that the Planned Giving Committee or the Governing Board contributes to the show of appreciation.

### **Gift Record Keeping**

1. A donor intent form is recommended for gifts not intended for the Endowment.
2. The Office Administrator is responsible for maintaining complete and accurate records and informing the Planned Giving Chair of all gifts received to the Endowment.
3. The Audit Committee will perform an audit of the Endowment every other year as part of its audit cycle. The audit report will be shared with the Planned Giving Committee chair.
4. The principal of the Endowment may not be used for any purpose except in the case of extraordinary circumstances. In the event of extraordinary circumstances, when all other

options have been exhausted, the Governing Board may recommend borrowing from the Endowment. Any borrowing must be approved by a congregational vote and be accompanied by a repayment plan.

***The Planned Giving Committee receives its authority to act from the “Resolution to Implement the Endowment Fund” adopted by the congregation May 21, 2000.***

Revised/Updated: Planned Giving Committee

Signed: \_\_\_ Pat McQuillan \_\_\_\_\_ Date: \_ 06/26/2016 \_\_\_

Reviewed/Approved: FVUUF Governing Board

Signed: \_\_\_\_\_ Date: \_\_\_\_\_