



REVISION HISTORY

Revision 1, Approved June 11, 2025

BACKGROUND/PURPOSE

This policy provides guidelines for accepting and managing donations to UUCWC. It ensures that we only accept appropriate gifts that align with the church's mission and goals. The main objectives are:

- To decide which gifts we will accept and which we will not.
- To establish a team for reviewing gifts.
- To create a system for tracking and recognizing gifts.
- To handle special gifts like real estate, life insurance, or stock properly.
- To avoid gifts that could be problematic or have restrictions that are difficult or inappropriate to manage.

UUCWC values the emotional and spiritual importance of donations and is grateful for gifts that align with these guidelines.

Definitions

Restricted gifts - Monetary or tangible gifts with a designated purpose or attributed to a specific church fund.

Unrestricted gifts - Monetary gifts not designated for a specific purpose, fund or function.

General Gifts Policy

UUCWC will accept both unrestricted and restricted gifts as long as they align with our mission and values. However, we won't accept gifts that are too restrictive or difficult to manage.

All accepted gifts will be handled in the best interest of the church.

Gifts that include requirements that are not in line with the church's needs or values or that require the church to disburse funds to persons or organizations outside of UUCWC will not be accepted.

Upon review of an offered gift, if the Treasurer and Chair of the Finance Committee are uncertain about a gift's appropriateness, a **Gift Review Team (GRT)** will review it and make recommendations to the Board. The GRT includes:



1. The president of the Board of Trustees
2. Another Board member, appointed by the president
3. The minister
4. The office administrator (when tangible items for use in our building or grounds are involved)
5. The Stewardship chair
6. A representative from the Endowment Committee (when a gift is intended for endowment purposes)

The Board will make the final decision about whether to accept a gift that has been reviewed by the GRT.

Exceptions:

- Small donations like household items or electronics can be accepted at the discretion of the Office Administrator. If the items are replacing older ones, the donor must remove the old items at their own cost.

Gifts We Don't Accept

- Oil, gas, or mineral interests, or bargain sales (we only accept the proceeds from such sales)
- Gifts from organizations that don't align with UUCWC mission

IRS Forms to Consult as needed

Forms and documents are available by visiting the IRS Publication website and include but may not be limited to the following forms:

- 1) IRS Form 8282
- 2) IRS Publication 561-Determining the Value of Philanthropy
- 3) IRS Publication 526-Charitable Contributions

Changes to Gift Acceptance Policies

Any changes to this policy require approval from the Board of Trustees and the Finance Committee, with input from the Endowment Committee.



Guidelines for Accepting Restricted Gifts

Following review by the Treasurer and Finance Chair, or GRT, recommendations regarding acceptance and management of restricted gifts will be submitted to the Board for final determination.

Types of Acceptable Restricted Gifts

- **Cash:** Accepted in any form. Checks should be made out to Unitarian Universalist Church at Washington Crossing.
- **Tangible Property (Non-Cash Gifts):** Includes things like artwork, furniture, electronics, jewelry, etc. The GRT will consider whether the gift serves the Church's mission, has value, and is easy to manage.
- **Securities:** Both publicly traded and privately held stocks are acceptable but closely held and/or illiquid securities need special review.
- **Real Estate:** We can accept real estate gifts, but we won't directly sell or manage the property. A third party (real estate agent, property manager) would be engaged to handle the sale or management of the property.
- **Life Insurance:** The Church must be named both the beneficiary and the owner of the policy.
- **Charitable Gift Annuities, Remainder Trusts, Charitable Lead Trusts:** If the UUCWC Endowment fund is the designated recipient of these gifts, they will be processed by the Endowment Committee. If there is no designated recipient, funds will be entered into the UUCWC general funds.
- **Retirement Plan Beneficiary Designations, Bequests, Life Insurance Beneficiary Designations:** If the UUCWC Endowment fund is the designated recipient of these gifts, they will be processed by the Endowment Committee. If there is no designated recipient, funds will be entered into the UUCWC general funds.

Gifts intended for sale or auctions do not qualify under this policy.

Other Considerations for Restricted Gifts

- **Appraisals & Legal Fees:** The donor is responsible for securing appraisals and legal counsel for any gifts requiring these.
- **Valuation:** Gifts will be recorded at their value on the date received.
- **IRS Filings:** The Church must file IRS Form 8282 if an item worth more than \$5,000 is sold within two years of being donated.

**Acknowledging Restricted Gifts**

The GRT, Minister, and/or Board President will ensure that all gifts are properly acknowledged.

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Guidelines for accepting Unrestricted Gifts**Policy**

Unrestricted gifts and bequests from members, friends, or organizations that are not designated as Endowment gifts will be kept in a reserve fund. The Board will decide how to use these funds. If a bequest is linked to an outstanding pledge, it will first be used to cover that pledge.

The Board will determine the distribution of funds based on the following amounts:

- **Up to \$20,000:** The Board will decide how to apply the funds.
- **\$20,001 to \$50,000:** The GRT will recommend to the Board how to best apply the funds.
- **\$50,001 to \$100,000:** The Board, with the GRT's help, will create a plan, which will be shared with the congregation.
- **Over \$100,000:** The Board may consult with an investment manager or direct the Finance Committee to do so in order to determine the best use of the funds. The plan will be shared with the congregation.

Acknowledging Unrestricted Gifts

All unrestricted gifts will be acknowledged by the Board or by the Treasurer as a representative of the Board. In addition, donors of gifts greater than \$20,000 will be notified as to the planned use of the gift.

**Policy prepared by Maria Baratta, Board Member-At-Large, Board of Trustees;
May 2025.**