

Gift Acceptance and Management Policy

March 2023

Purpose

The purpose of this Gift Policy is to guide the Executive Director, Board of Trustees and congregation concerning the acceptance of charitable gifts.

Introduction

The Unitarian Universalist Church of Nashua (hereinafter referred to as UU Nashua), a non-profit religious organization recognized by the IRS, welcomes expressions of interest and financial support, regardless of the amount, that will help the congregation to further fulfill its mission.

UU Nashua urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

The following policies and guidelines govern acceptance of gifts made to UU Nashua for the benefit of any of its operations, programs, or services.

UU Nashua will not accept gifts that:

- Are for purposes outside UU Nashua's mission
- Are too restrictive in purpose
- Are too difficult or too expensive to administer in relation to their value
- Would result in UU Nashua violating its articles of incorporation or applicable state or federal laws and/or regulations,
- Would result in UU Nashua losing its status as a tax-exempt organization
- Would result in any unacceptable consequences for UU Nashua including harm to its reputation
- Restrict the acceptance of gifts from other donors

Restricted and Unrestricted Gifts

UU Nashua encourages its donors to make unrestricted gifts to the congregation. Unrestricted gifts provide UU Nashua the greatest flexibility to direct resources where they are most needed at any particular time. For that reason, unrestricted gifts are always preferred.

Unrestricted gifts can be specifically designated for the endowment, in which case they will be invested and used according to the Endowment Policy.

Donors wishing to give to restricted purposes are encouraged to describe the intended purpose as broadly as possible, to avoid detailed limitations and restrictions, and to provide a clause granting UU Nashua maximum flexibility to make use of designated funds in a manner most consistent with intent of the donor and with the interests of UU Nashua. UU Nashua accepts restricted gifts as follows:

Purpose-Restricted Gifts (operating): UU Nashua will accept gifts restricted as to the purpose for which they can be used when they support activities included in the annual budget or for purposes specified in a special campaign. Gifts for other purposes must be reviewed and approved by the Board of Trustees.

Restricted Gifts to the Endowment: Gifts for the endowment will be invested with the congregation's other endowment funds and overseen by the Board of Trustees. The minimum amount for restricted endowment gifts is \$10,000, and such gifts must be reviewed and approved by the Board. Amounts will be paid out from the fund in accordance with the donor's restrictions, if any, and with the Endowment Policy, which may change from time to time. If not restricted by the donor, the Board may approve spending a restricted fund at a rate that would not maintain that fund in perpetuity.

Commitment to Donors

UU Nashua, its staff and volunteer representatives shall endeavor to assist donors in accomplishing their philanthropic objectives in a donor-centered way. This includes the following features:

- **Confidentiality:** Information concerning all transactions between a donor and UU Nashua shall be held by UU Nashua in confidence, and may be disclosed only with the permission of the donor or the donor's designee. Certain individuals will be permitted to know the donor's information, for example staff or outside professionals who issue tax acknowledgements.
- **Anonymity:** UU Nashua shall respect the wishes of any donor offering anonymous support and will implement reasonable procedures to safeguard such donor's identity.
- **Responsibility:** It is intended that UU Nashua will faithfully follow reasonable restrictions placed on any gift by the donor.

Gifts to UU Nashua will be acknowledged for current income tax purposes (if applicable) as dictated by the rules and regulations of the Internal Revenue Service.

Legal Considerations

Legal Compliance: UU Nashua shall comply with all local, state and federal laws and regulations concerning all charitable gifts it encourages, solicits or accepts. All required disclosures and procedures shall be made and/or followed in a thorough and timely manner.

Report and Valuation Standards: UU Nashua shall follow all IRS regulations current at the time of the gift.

Legal, Tax and Financial Advice: UU Nashua shall neither provide legal, tax, or financial advice to donors nor endorse specific advisors. UU Nashua shall encourage prospective donors to discuss all charitable gift planning decisions with their own advisors.

Payment of Fees: It will be the responsibility of the donor to secure an appraisal (when required by IRS regulations) and to pay for their own advice from independent legal, financial or other professional advisers as needed.

Use of Legal Counsel: UU Nashua shall seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate.

The Gift Acceptance Review Team

The Gift Acceptance Review Team (GART) shall consist of:

- The Minister
- The Administrator
- The President of the Board of Trustees
- The Treasurer of the Board of Trustees

The GART is charged with the responsibility of reviewing all gifts made to UU Nashua that require special attention per this policy, properly screening and accepting those gifts, and making recommendations of gifts acceptance issues where appropriate. The GART may also undertake special projects at the direction of the minister or the Board of Trustees.

Gift Acceptance Procedures

Gift acceptance, as outlined in this policy, is delegated to the Executive, who is authorized to accept all gifts permitted by this policy. The Executive shall notify the Board and the Administrator of the receipt of all gifts.

Approval of Exceptions: Prior to accepting a gift outside the scope of this policy, the Executive shall consult with the Gift Acceptance Review Team. Should the recommendation be to accept the planned gift, the Executive shall report it as an exception to the policy to the Board at its next regular meeting.

UU Nashua uses commitment forms and/or a simple exchange of letters to document legacy gift commitments. These commitments are non-binding on the part of the donor. See attachment A: UU Nashua Legacy Giving Intention Form. Legacy gifts will be acknowledged in a letter from the Minister.

The Executive shall have the authority to sign planned giving agreements on behalf of UU Nashua, unless the Executive delegates such authority. Any intended gift that does not meet the requirements of the current guidelines requires Executive approval. Prior to approval, the Executive shall consult with the GART.

Policies Pertaining to Specific Types of Gifts

UU Nashua shall follow accepted guidelines for income recognition and the valuation of gifts such as stock, real estate, personal property, and life insurance that require specific methods of valuation for the protection of both the donor and UU Nashua. In general, valuation of non-cash gifts for tax purposes is the responsibility of the donor.

No person representing UU Nashua in planned giving shall knowingly serve as trustee, conservator or executor for a donor or prospect without full disclosure to, and authorization by, the Executive, who may consult the GART.

The following criteria govern the acceptance of each gift form:

Cash: Cash is acceptable in any form. Check's shall be made payable to UU Church of Nashua and shall be delivered to UU Church of Nashua's administrative office.

Securities: Marketable securities may be transferred to the congregation's brokerage account. Contact the Church Administrator for specific instructions. All marketable securities may be sold by UU Nashua at any time after receipt. UU Nashua will send the donor an acknowledgment of the gift valued on the day the securities are received.

Gifts of closely-held stock are generally not accepted.

Real Estate: Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Valuation of the gift is the responsibility of the donor. All gifts of real estate must be approved by the GART.

Tangible Personal Property: All other gifts of tangible personal property shall be examined in light of the following criteria:

- Does the property contribute to or further the mission of the Congregation?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Executive for gifts in support of the annual budget or special campaigns or by the Board of Trustees for gifts to the endowment. Unless otherwise agreed with the donor, the property may be sold at any time after receipt. Valuation of the gift is the responsibility of the donor.

Legacy Gifts:

- Bequests: Donors and supporters of UU Nashua are encouraged to make bequests under their wills and trusts. Such bequests will not be recorded as gifts to the congregation until such time as the gift is irrevocable. Receipts for tax purposes will not be given until the gift is irrevocable.
- Life Insurance Beneficiary Designations: Donors and supporters of UU Nashua are encouraged to name the congregation as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Receipts for tax purposes will not be given until the gift is irrevocable.
- Life Insurance: UU Nashua must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, UU Nashua will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, UU Nashua may choose to continue to pay the premiums, convert the policy to paid-up insurance, or surrender the policy for its current cash value.
- Other planned gifts: The acceptance of other planned gift instruments, such as Charitable Gift Annuities, Pooled Income Trusts, Charitable Remainder Trusts, and Charitable Lead Trusts are subject to the approval of the Board of Trustees.

Donors of legacy gifts and those who inform the church office of their intention to give a legacy gift will be recognized as members of the UU Nashua Chalice Keepers.

Other Gifts: Property not otherwise described in this section may be accepted by the Executive only after consulting with the GART.

Receipts

An acknowledgement letter shall be provided by the Executive or their designee to all donors, thanking them for their gifts and providing the statement required by the IRS, if applicable, to the effect that no goods or services have been provided to the donor in consideration for the gift.

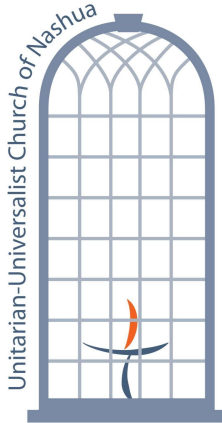
A receipt shall describe the gift received, including the amount of a gift of money or the quantity of a gift of property, but shall not state a valuation of any non-cash gift or property, except as may be required by federal or state statutes.

Review Policy

The Gift Acceptance Review Team will review this policy as needed to ensure the policy accurately and adequately describe the policies of UU Nashua with respect to acceptance of planned gifts, and shall bring the proposed changes to the Board of Trustees for approval.

Special Reviews: The GART shall initiate a review of these policies prior to the start of a formal fundraising campaign other than the Annual Pledge Drive. All proposed changes must be brought to the Board of Trustees for approval.

Attachment A- Legacy Intent Form



Unitarian-Universalist Church of Nashua
58 Lowell Street
Nashua, NH 03064
(603)882-1091 uucnoffice@uunashua.org
The Rev. Allison Palm, Minister

CONFIDENTIAL LEGACY INTENTION FORM

Please note: This declaration of intent is revocable and nonbinding

Our Congregation is continuing to build our endowment to secure our future. We have formed The UU Nashua Chalice Keepers to recognize and thank generous individuals who have remembered the Unitarian Universalist Church of Nashua in an estate plan, through a bequest, a charitable gift annuity, a life insurance policy, a trust, or other financial instrument.

If you have remembered our congregation in your estate planning, you are welcomed into the Chalice Keepers. Members of the Chalice Keepers will be recognized, including on our website, but the amount of your gift need not be revealed. You may choose to remain anonymous.

Date: _____

Name (1) Please list as Anonymous Birthdate

Name (2) Please list as Anonymous Birthdate

Address City State Zip

Email (1) Cell Home

Email (2) Cell Home

Details of my/our estate plans concerning the UU Church of Nashua:

- Outright Bequest (in will)
- Retirement Plan Beneficiary
- Charitable Remainder Trust
- Other _____
- Life Insurance Policy
- Revocable Trust
- Testamentary Trust
- I/we have included UU Nashua in our estate plans but I/we do not wish to share the details of our estate plans at this time.

Percentage/Estimated Amount (*optional*):% _____ \$ _____

- Unrestricted
- Restricted (*please specify*)

Is there anything else you would like us to know about your estate plans concerning UU Church of Nashua?

Signature (1) _____ Date _____

Signature (2) _____ Date _____

Thank you for supporting the future of the Unitarian Universalist Church of Nashua.

Please return this form to:
UU Church of Nashua
58 Lowell St.
Nashua, NH 03064