

The Church of the Transfiguration Endowment Fund

Gift Acceptance Policy

The Church of the Transfiguration Endowment Fund (“Endowment”) is governed by a Trust Agreement, Bylaws, and various policies adopted by the Endowment’s Board of Trustees (“Trustees”). The Endowment is affiliated with The Episcopal Church of the Transfiguration (the “Church”) and is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

The mission of the Endowment is to provide financial support and advisory services to the Church, consistent with the mission of the Church. That support includes the management of long-term financial assets and promotion of planned giving to various sub-funds managed by the Endowment for the benefit of the Church and its ministries. The Endowment receives gifts to support this mission and makes disbursements consistent with this mission.

This Gift Acceptance Policy (“Policy”) serves as a guideline for the Trustees, Vestry, parishioners of the Church, donors, potential donors and outside advisors who assist in gift planning for prospective donors considering making gifts to the Endowment. This Policy is separate from any gift policy of the Church and applies only to those gifts received by the Endowment.

Gift Administration

The assets of the Endowment include various separate sub-funds which may receive gifts. All gifts to the Endowment are subject to acceptance by the Trustees under this Policy.

The Trustees will review proposed gifts and reserve the right to refuse any gift. A gift may be refused under certain circumstances including, but not limited to, when the gift:

- is judged to be inconsistent with the mission of the Church and/or the Endowment or that resources are too limited to administer the gift properly;
- is deemed to contain a discriminatory restriction, including one based on race, creed, national origin, gender, sexual orientation or immigration status;
- generates unrelated business income tax (“UBIT”) to the Endowment or the Church;
- is likely to endanger the Section 501(c)(3) status of the Endowment; or
- contains conditions or restrictions that are deemed unacceptable by the Trustees, in their sole discretion.

In the event of such refusal, the Endowment may permit the donor to modify the terms of the original gift to be acceptable to the Endowment.

Once a gift has been accepted by the Endowment, it will not be returned to the donor.

Neither the Endowment nor the Trustees will give nor will be deemed to have given legal, accounting, tax, or other advice to donors or prospective donors. The donor should seek advice and counsel from the donor’s advisors regarding legal, accounting or tax or other questions regarding a gift to the Endowment.

Unrestricted Gifts:

An unrestricted gift is a gift in which the donor places no restrictions or conditions on that gift other than designating a sub-fund within the Endowment. Unrestricted gifts not designated to a particular sub-fund will be placed into the Legacy Fund.

Restricted Gifts

With the exception of a designation in favor of an existing sub-fund, when a donor places restrictions or conditions on a gift, or designates how or where the gift is to be used, or imposes an obligation to comply with the terms established by the donor, it is considered a restricted gift. The Endowment will not accept a restricted gift of less than \$25,000 except in the limited circumstances set out in the Endowment's Fund Policy. Before accepting a restricted gift, the donor and the Endowment will enter into a Memorandum of Understanding ("MOU") to document the terms and conditions of the gift, as provided for in the Fund Policy.

Should the Trustees consider a restricted gift unacceptable, or should the Trustees and the donor be unable to agree the terms of the required MOU, the gift will be returned to the donor.

Gift Acceptance and Acknowledgement

The Endowment will maintain a record of each gift and mail a written acknowledgment to the donor upon acceptance of the gift. Written acknowledgments will be in compliance with Internal Revenue Service regulations.

Confidentiality of Information

The Endowment will make reasonable efforts to keep confidential any information learned about a donor, the donor's assets, or the donor's philanthropic intentions. Such information, if learned by the Endowment or Trustees, will be shared only with Church staff or Vestry members on a "need to know" basis. All details related to gift negotiation will be treated confidentially by Endowment representatives.

Examples of Gifts

Cash

- The Endowment will accept gifts by check, cashier's check, or bank transfer only. A gift of currency is unacceptable. Checks should be payable to "The Church of the Transfiguration Endowment Fund" with a notation on the check if a particular sub-fund is to be designated. Alternatively, a check may be payable to "The Episcopal Church of the Transfiguration", noting on the check that the donation is for the Endowment Fund or a particular sub-fund thereof. A gift payable to the Church or the Endowment will be included in the accounting and reporting of all of the donor's gifts to the Church and the Endowment. Any cash gifts subject to restrictions will be reviewed in accordance with this Policy and the Fund Policy and, if the restrictions are determined unacceptable, the gift will be returned to the donor.

Gift of Securities

- The Endowment may accept gifts of readily marketable securities. All readily marketable securities will be liquidated as soon as possible after receipt and acceptance of the gift.

- For purposes of gift crediting and accounting purposes, the value of the securities donated will be the average between the high and low prices on the date of the receipt of the securities.
- Donation of securities will not be accepted if the securities:
 - are assessable or in any way could create a liability or obligation to the Endowment;
 - are not marketable, are issued by a privately held corporation or in any way are restricted;
 - are non-liquid and cannot be readily sold in a recognized market;
 - by their nature are not assignable, e.g. series “E” savings bonds;
 - contain restrictions that prevent the sale of the security;
 - could generate an undesirable tax consequence to the Endowment;
 - on investigation, have no apparent value.
- The Trustees retain the right to reject any security offered as a gift in their sole discretion.

Gift of Real Estate

- Prior to acceptance of a proposed gift of real property, the gift will be approved by the Trustees, Rector, Vestry and Chancellor. The Trustees, Rector, Vestry and Chancellor reserve the right to reject proposed gifts of real estate in their sole discretion. Before acceptance of any real estate, an appraisal by an independent appraiser will be initiated as well as a title search and survey and, if appropriate, an environmental review. The cost of the appraisal, title work, survey and environmental assessment will be paid by the donor.
- Unless the Church desires to retain the real estate for Church use, the property will be listed with a real estate broker or brokers in the area in which the property is located and sold for the market value. The listing broker will be determined through responses received in response to a request for proposals process.
- The Endowment will not accept real property subject to existing liens or property considered expensive to maintain, difficult to sell, or subject to environmental issues.

Gifts of Personal Property

- The Endowment will not hold or acquire personal property; therefore, any gifts of personal property, e.g. vehicles, furniture, etc, that cannot be readily sold for their approximate market value, as determined by the Trustees or a suitable expert employed by the Trustees, should be donated to the Church instead and be subject to the gift policy of the Church.

Life Insurance

- The Endowment may be named as a beneficiary of a life insurance policy. Unless a particular sub-fund is designated as a beneficiary, the proceeds from such life insurance policy will be added to the Legacy Fund.

- The Endowment may accept as a gift the transfer of ownership of a life insurance policy only when Endowment is named as owner of the policy. The policy must be a paid-up policy with no further premium or other obligation.

Gifts-in-Kind

- The Endowment will not accept gifts-in-kind.

Mineral Interests

- A gift of a mineral interest may be accepted upon the prior review and approval by the Trustees and Chancellor. Mineral interests may be considered if there is no risk to the Endowment assuming liability for costs and expenses of the mineral interest including environmental and other potential claims caused by the mineral interest operation.

Planned Giving

- Donors are encouraged to notify the Endowment of their planned gifts, including bequests. All such information will be kept confidential unless written permission to release it is obtained from the donor or his or her counsel.
- The Endowment may be named as a beneficiary of a 401(k) or 403(b) savings plan or of an IRA. Donors should notify their broker that the beneficiary is “The Church of the Transfiguration Endowment Fund” or, if they wish to benefit a particular sub-fund, “the [name of sub-fund] within The Church of the Transfiguration Endowment Fund”.
- All wills, bequests, trust instruments or estate plan documents which provide funds or other assets to the Endowment should name “The Church of the Transfiguration Endowment Fund” as beneficiary. If a particular sub-fund is to receive the bequest, such sub-fund should be stated.
- Bequests that have no restrictions or identified purpose other than for the benefit of the Endowment, will be added to the assets of the Legacy Fund. If the documentation of the bequest designates a specific sub-fund or requires the establishment of a Donor Restricted Fund (as defined in the Fund Policy), that bequest will be added to that designated sub-fund.
- The Trustees reserve the right to reject any bequests that have unacceptable restrictions or are contrary to the mission of the Endowment and/or the Church, or for which the administration of such restrictions or conditions are considered too burdensome in the sole discretion of the Trustees.

Gifts from Private Foundations

The Endowment will adhere to IRS regulations regarding gifts from foundations. A foundation cannot receive anything of value in exchange for its gift to the Endowment. Before accepting a gift from a foundation, the terms of the gift will be reviewed by the Trustees and the Chancellor.