



GIFT ACCEPTANCE POLICY FOR OPERATIONAL BUDGET - AJC Board Approved 2/18/14

PURPOSE

This Gift Acceptance Policy is intended to govern acceptance of gifts made to the Ada Jenkins Center or for the benefit of any of its programs. The mission of Ada Jenkins Center is to improve the quality of life for the residents of Huntersville, Cornelius, Davidson, and South Iredell County through the integrated delivery of health, education, and human resources.

POLICY

Ada Jenkins Center shall accept those gifts which will further its mission, goals, services and programs, are consistent with this Policy, and the transfer and ownership of which are not inconsistent with any applicable laws or public policy.

PROCEDURE

Donor Intent:

All gifts Ada Jenkins Center receives from a donor are to be administered in accordance with the written intent of the donor and this Gift Acceptance Policy.

Given the dynamic, comprehensive nature of our mission, Ada Jenkins Center encourages donors to consider, and Center staff to seek, unrestricted gifts. These gifts provide the Center with the greatest flexibility to meet our most pressing program, client partner and operational priorities. Gifts donated without express restriction will be credited to the unrestricted account to be used for general purposes.

Any gift under \$1,000 will be assumed to be directed to general operations, which supports all Ada Jenkins Center programs. A gift of \$1000.00 or greater shall be accepted with restriction only so long as such restriction specifies a use at a program level of General Operations, Medical, Dental, LEARN Works, Pantry, or Human Services.

Further, Ada Jenkins Center will not accept gifts:

- with restrictions based on any federal or state protected class
- that directly benefit the donor
- for payment of expenditures in previous fiscal years
- containing provisions inconsistent with the mission of the Ada Jenkins Center
- that would cause it to lose its tax exempt status.

Ada Jenkins Center reserves the right to decline any gift that creates an administrative burden or causes Ada Jenkins Center to incur excessive expenses

GIFT DOCUMENTATION

The determination of donor intent must be supported by gift documentation. Documentation may be in the form of:

- donor signed and dated gift agreement that includes indication of donor intent
- donor signed and dated pledge form that includes indication of donor intent
- donor signed and dated correspondence indicating intent (e.g., a memo on the face of a check or a reply to a confirmation letter)
- electronic communication from donor (e.g., email or online giving that includes indication of donor intent)
- signed and dated deferred gift document indicating donor intent
- proposal or solicitation submitted with gift that includes indication of donor intent
- acknowledgement letter detailing any gift restriction unless Ada Jenkins Center receives communication from the donor regarding the restriction, in which case the communication from the donor will govern

Ada Jenkins Center will retain any gift documents and/or check copies. Historical giving records, including names, dates, amounts and donor intent, will be maintained in a reference database.

FUND EXPENDITURE

All allocable direct and indirect expenditures are eligible to fulfill gift purposes, unless other written instruction is provided by the donor (i.e., foundation/grant that will not fund indirect costs).

Should future circumstances make it impossible or impracticable for Ada Jenkins Center to use a gift for the purposes the donor intended, the Center will consult with the donor (if available) to discuss using the gift for purposes as closely resembling the donor's original intent as possible. Ada Jenkins Center shall also encourage donors to include language in any gift documentation associated with a restricted gift that allows Ada Jenkins Center to direct that the gift be used for other purposes as Ada Jenkins Center deems most consistent with the purposes of the donor under the gift documentation in the unlikely event that at some future time it becomes impossible or impracticable for all or part of the gift to be used for the specific purpose directed by the donor. Ada Jenkins Center reserves the right to decline any restricted bequest or gift that does not allow for Ada Jenkins Center to alter the use of the gift in the event of future changed circumstances.

ANONYMITY

The Ada Jenkins Center may include donors on both printed and online donor recognition lists. Donors may request the degree of anonymity they prefer on a specific gift or pledge.

CONFLICT OF INTEREST

The Ada Jenkins Center will refrain from providing advice about the tax or other treatment of gifts and will encourage prospective donors to seek the assistance of personal, legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

RESPONSIBILITIES

Compliance with donor intent, particularly proper gift designation, will be monitored by the Executive Director and Operations Director, and periodically reported to the Finance Committee.