

## **RECEIPT OF GIFTS POLICY**

### \$10,000

Donors who contribute a minimum of \$10,000 to The Foundation will have their name placed on the Major Donor Plaque.

### \$20,000

Donors who contribute a minimum of \$20,000 to The Foundation may elect to establish an endowment. As an endowment, the principal will not be spent. Only the earnings from the principal may be spent. The donor may elect to designate the purpose for which the earnings are spent.

### Gifts of Non-Cash Items Over \$5,000

The Internal Revenue Code, Section 170 requires certain procedures to be followed by donors and donee's for non-cash gifts valued at \$5,000 or more. The Foundation at Monroe County Community College has adopted the following procedures to insure that these requirements are met:

1. If The Foundation at Monroe County Community College receives a non-cash gift of \$5,000 or more from individuals or closely held corporations, The Foundation will acknowledge the gift by signing the Federal Form 8283. The Foundation's acknowledgment signature on the form solely recognizes receipt of the terms described and is not to be construed as indicating the donee's agreement with or acceptance of the dollar value claimed for the donated property on the appraisal. The Foundation is prohibited by section 170 of the IRS code from giving an appraisal. The requirements also apply "to all similar items of property" donated to one or more charities. The donor is required to inform The Foundation about any similar items donated to other institutions in the same year. An aggregate of \$5,000 or more of similar items such as coins, lithographs, or books donated to one or more charities would require a qualified appraisal and The Foundation's acknowledgment signature on Form 8283.
2. The Foundation will maintain a file of all non-cash gifts over \$5,000. The file will contain the following information: (1) the name, address and taxpayer ID number of the donor; (2) a description of the property; (3) the date of the contribution; and (4) a copy of the appraisal and any other information on the gift.

3. The Foundation must report any sale or disposition of gifts made within two years after receipt. The Form 8282 goes both to the IRS and the donor. A copy of this report should also be on file at The Foundation. The report should contain: (1) the name, address, and taxpayer ID number of the donor; (2) a description of the property; (3) the date of the contribution; (4) the amount received on the disposition; and (5) the date of the disposition.
4. Offers of donations or sale or disposition of gifts should be directed to The Foundation Office, as this office is responsible for the administration of these procedures. Such responsibilities include acknowledgment signature, file maintenance, and report requirements.

### Real Estate

With gifts of real estate, in addition to an appraisal, The Foundation also requires an environmental inspection before it accepts such a gift.

### Appraisal/Inspection Cost

The Foundation, at its option, may arrange with the donor that The Foundation pay for any costs of appraisals, inspections, or other transactional costs.

### Treatment

Unless restricted by the donor, The Foundation Board reserves the right to decide on the treatment of any gift received by The Foundation. This includes, but is not limited to, such activities as holding, converting, investing, or transferring to the College.

### Acceptance Policy

The Foundation reserves the right to decline any gift or restriction it believes is not in the best interest of The Foundation or is not consistent with the mission of the College.

### Reporting

The Foundation Treasurer will report to The Foundation Board quarterly on all gifts received. The Treasurer will also be responsible for the filing of any state or federal reports that may be required.