

[CHURCH NAME]

Gift Acceptance Policy (Sample)

CASH:

- Checks should always be made payable to the church rather than to an individual who represents the church.

PUBLICLY TRADED SECURITIES:

- Readily marketable securities, such as those traded on a stock exchange, can be accepted by the church.
- Gift securities are to be sold immediately. For gift crediting and accounting purposes, the value of the securities will be taken to be the average of the high and low on the date of the gift.

REAL ESTATE:

- Gifts of real estate will be reviewed by a designated Board Committee before the Board of Directors votes to accept such.
- The donor should be responsible for obtaining and paying for an appraisal of the fair market value and an environmental audit of the property.
- The designated Board Committee will conduct a visual inspection of the property; however, if the property is located in an area geographically remote from (Name of Church), a real estate broker local to the property may substitute for the Board Committee in conducting the visual inspection.
- Property that is encumbered by a mortgage or lien may not be accepted.

LIFE INSURANCE:

- The church will accept a life insurance policy as a gift only when it is named as the owner and beneficiary of the policy.

TANGIBLE PERSONAL PROPERTY:

- Gifts to the church of tangible personal property should have a use related to the church's tax-exempt purpose(s).
- Gifts of jewelry, artwork, collections, equipment, and software may be accepted if approved by a designated Board Committee.

- Such gifts of tangible personal property described above shall, if accepted, be used by or sold for the benefit of the church.
- The church will follow all IRS requirements, reporting and otherwise, pertaining to the liquidation or disposal of gifts of tangible personal property.

CHARITABLE TRUSTS:

- The church will not act as trustee. The administration of these trusts should be performed by a bank trust department or other trustee selected by the donor.

BEQUESTS:

- The church will refuse to accept (disclaim) any bequest that might prove to be more of a cost than a benefit.

Signatures

Senior Pastor

Secretary

Revised: _____