

# Gift Acceptance/Restricted Gift Acceptance Policy

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## **POLICY**

Gift Acceptance

## **PROCEDURE**

### *1) Unrestricted Gifts*

- A. All gifts of any size received by the College without donor restrictions shall be accepted immediately as outright gifts to the College. They will be used to underwrite the current budget of the College and shall be recorded by the Advancement Services department accordingly.
- B. It shall be a post-gift, asset-allocation decision on the part of the Controller, Vice President for Finance and Administration, the President and/or the Board of Trustees to re-allocate any or all of the assets resulting from the unrestricted gift for unbudgeted capital needs or for endowment purposes. The allocation decision, however, will not affect Advancement Services' recording of the gift as an unrestricted gift for current budget support.

### *2) Restricted Gifts*

- A. All gifts restricted by donors for specific purposes will be accepted and used to underwrite the annual operating budget of the College to the extent that expending the operating budget as planned would satisfy the restriction on the asset made by the donor.
- B. Restricted gifts for items anticipated in the capital portion of the College's annual operating budget shall be accepted and recorded as current restricted gifts in support of the physical plant budget and not as capital gifts in support of property, facilities, and equipment.
- C. During the first fiscal year in which a gift is accepted with a restriction not as described in 2.A. above, but able to be satisfied within the fiscal year, the gift shall be recorded as a current restricted gift but not regarded as supportive of the annual operating budget. In subsequent fiscal years, gifts with that same restriction shall be recorded as restricted gifts in support of a *de facto* budget item whether or not that item has been properly anticipated. (See 3 for guidance on making decisions to accept gifts.)

### *3) Decision to Accept Restricted Gifts (other than gifts of real estate)*

- A. From time to time, the College will receive gifts restricted by the donor for specific purposes (including non-liquid assets) which have not been anticipated in the College's budget (including the capital portion of the operating budget) or to endow an ongoing expense not currently anticipated in the College's budget. Before accepting such a gift the Advancement solicitor or Advancement Services department will seek written verification from the Vice

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President whose division is most likely to need or utilize such funding or from the President that:

- i. the gift can be used for or in support of educational purposes,
  - ii. the gift is sufficient to cover the entire cost of the expense it creates, and
  - iii. the operating budget is sufficient to sustain any ongoing or future costs created as a result of accepting the gift.
- B. When questions arise as to whether or not an offered gift (especially a non-liquid asset other than real estate) can be used for educational purposes or when there is concern that the liabilities associated with receiving, owning, managing, administering or liquidating a gift asset may outweigh any benefit to the College, the President or Vice President for Advancement may convene a *Gift Committee* to determine whether or not to accept the gift. The committee shall consist of:
- i. the President
  - ii. the Vice President for Finance and Administration,
  - iii. the Vice President for Advancement and
  - iv. any Trustee or senior administrators the convener deems necessary.

#### 4) *Gifts of Real Estate*

- A. The College may, from time to time, receive gifts of real estate to use for programmatic purposes or as assets to be liquidated to support the purposes of the College. Before such gifts are considered, the donor shall, at his or her expense, provide the College with the following:
- i. a specific legal description of the property,
  - ii. a survey of the environmental condition of the property conducted by a qualified professional and
  - iii. a qualified appraisal of the value of the property.

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- B. When the qualifications of 4.A. above have been met, the President or Vice President for Advancement shall convene a *Real Estate Gift Committee* to determine whether or not to accept the gift. The committee shall consist of :
- i. the Vice President for Finance and Administration,
  - ii. the Vice President for Advancement,
  - iii. a quorum of the Board of Trustees Business Affairs Committee and
  - iv. any other Trustees or Senior Administrators the convener deems necessary.