GIFT, GOD-SEND, AND DONATION ACCEPTANCE POLICY
Rocky Mountain Conference of the United Church of Christ

PURPOSE

This policy serves as a guideline to the members of the Rocky Mountain Conference (UCC) Board of Directors involved with accepting gifts. This policy is intended as an internal guide and allows flexibility in treatment of gifts on a case-by case basis.

The Rocky Mountain Conference Gift Acceptance Policy rests on several assumptions and principles:

- The Rocky Mountain Conference Board of Directors has in the past, and may continue in the future, at its sole discretion, to apportion gifts it receives to the Rocky Mountain Conference Endowment Fund to protect principal for future use of defined missions.
- The Rocky Mountain Conference relies on pledges from existing Church members to support yearly operating budgets of the Conference. Any undesignated gift received in an amount less than $10,000 will be considered a Friends of the Conference Gift and go toward supporting the yearly operating budgets.
- Gifts in excess of $10,000 , including sale of existing assets of the Conference, will be designated for use by the Board of Directors (unless there is an accepted designation accompanying the gift) with a recommendation from the Finance Committee. Priority will be given to Board of Director designated funds, by whatever name given by the Directors, that imply a purpose for church revitalization and/or new church starts and/or new ministries and/or new ideas to promote the growth and mission of the Conference.
- All gifts shall be consistent with the Core Purpose of the Rocky Mountain Conference of the United Church of Christ.
- The solicitation and administration of charitable gifts is a process involving spiritual, philanthropic, personal, financial, legal and tax considerations. The Rocky Mountain Conference intends the process will achieve a fair and proper balance between the interests of the donor and the purposes of the Rocky Mountain Conference.
- Donors should be encouraged to discuss gift planning with their professional advisors. Any communications with donors regarding planned giving or deferred gifts should clearly indicate that the Rocky Mountain Conference does not provide legal or tax advice.
- Unrestricted gifts and gifts earmarked for special appeals are always encouraged. The Conference Board will review any proposed gift subject to restrictions imposed by the donor. If a gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions.
- All donors shall be gratefully acknowledged for their gifts.

CASH

All unrestricted gifts by cash, check, electronic funds transfer, or equivalent shall be accepted by the Rocky Mountain Conference. Gifts shall be made payable to the Rocky Mountain Conference and include information as to the intent of the donor. In no event shall a check be made payable to an individual who represents the Rocky Mountain Conference. Acceptance of all restricted gifts by cash, check, electronic funds transfer, or equivalent shall be subject to approval by the Executive Committee of the Conference Board.

PLEDGES

Pledges may be payable in single or multiple installments. The pledge should not exceed three years in duration, unless otherwise agreed to by the Conference Board. Donors using this option shall complete a pledge form or otherwise confirm the pledge in writing.

PUBLICLY TRADED SECURITIES

Readily marketable securities, such as those traded on a stock exchange, will be accepted by the Rocky Mountain Conference.

- Gift securities will be sold immediately by the Rocky Mountain Conference.
- For the Rocky Mountain Conference's gift crediting and accounting purposes, the value of the securities is the average price of the security on the date delivered to them. For the purposes of the donor's charitable deduction, the donor, as determined under IRS rules, is responsible for valuing the stock.
- Usually, delivery date determines the valuation date and year of deduction. Accordingly, delivery date will be confirmed by the Treasurer and communicated to the donor on the Form of Acknowledgement.

If the securities are held at the donor's brokerage firm or bank, the donor should instruct the broker or bank to contact the Treasurer for transfer instructions.

If the securities are held by the donor in the form of stock certificates, the donor should deliver unendorsed certificates by registered or certified mail to the Rocky Mountain Conference. The donor shall also provide the Rocky Mountain Conference with a signed Irrevocable Stock Power that has been Medallion Signature Guaranteed (available at commercial and savings banks and credit unions), for each stock certificate delivered to the Rocky Mountain Conference. The stock powers should always be sent separately from the stock certificates.

CLOSELY HELD SECURITIES, PARTNERSHIP INTERESTS

Gifts of non-publicly traded securities and general partnership interests shall be reviewed on a case-by-case basis by the Conference Board.

Before acceptance, the Rocky Mountain Conference shall explore methods of liquidation of the securities through redemption or sale. The Rocky Mountain Conference will consider accepting such property only if there is a realistic prospect of selling it quickly. A representative of the

Rocky Mountain Conference will contact the closely held corporation or other entity (partnership, LLC) to determine:

- an estimate of fair market value;
- any restrictions on transfer; and
- any potential liabilities or adverse tax consequences.

The Conference Board may request an appraisal by a qualified professional.

No commitment for repurchase of closely held securities shall be made prior to completion of the gift of the securities.

GIFTS IN KIND

Gifts in Kind (real estate, life insurance, equipment, books, works of art, etc.) should be reviewed with special care to ensure that acceptance will not involve financial commitments disproportionate to the usefulness of the gift. Consideration should be given to the cost of maintenance, cataloging, transportation, delivery, insurance, display, storage, any space requirements for exhibition or storage, repair, inspection, and costs of selling.

REAL ESTATE

Gifts of real estate shall be reviewed on a case-by-case basis by the Conference Board or Executive Committee of the Conference Board before acceptance, taking into account, among other things:

- physical condition of the property;
- likelihood of an immediate sale;
- current market analysis; and
- environmental liabilities.

No gift of real estate will be received by Rocky Mountain Conference unless it is considered acceptable by the Conference Board of Directors.

In order to review the gift, the Rocky Mountain Conference will require the donor to provide a copy of the deed, current property tax bill title reports, notes or mortgages, surveys, if available, carrying costs (e.g., dues, fees, taxes and insurance), and a Phase 1 Environmental Site Assessment, described below, at donor's expense.

No gift of real estate will be accepted unless and until:

- the property has been inspected by the Rocky Mountain Conference or its agent;
- a reasonably current appraisal or market analysis in consultation with a real estate agent has been reviewed;

- a written environmental audit and report, in form and content satisfactory to the Rocky Mountain Conference, has been issued;
- a title search has been performed;
- a review of the tax consequences of the donation and of any subsequent sale or other transaction has been secured;
- all mortgages and other encumbrances have been discharged, except in cases where the fair market value of the Rocky Mountain Conference's interest, net of all liability, is substantial; and
- legal counsel has been retained by the Rocky Mountain Conference, as appropriate, to assist with analysis and compliance and, if accepted, gift completion.

The Rocky Mountain Conference will not appraise or assign a value to the gifted property. For income tax purposes, the donor is responsible for obtaining an appraisal of the property made no earlier than 60 days before the date of the gift, performed by a qualified independent appraiser for purposes of supporting the donor's charitable deduction. It is the donor's responsibility to furnish IRS Form 8283 for the Rocky Mountain Conference's acknowledgement and return to the Donor. The Treasurer has authority to sign the acknowledgment on Form 8283 on behalf of the Rocky Mountain Conference. The cost of the appraisal shall be borne by the donor.

The Rocky Mountain Conference will dispose of all gifts of real estate (other than property that it wishes to retain) as expeditiously as possible. The Treasurer is responsible for filing IRS Form 8282 to report any sale of the real estate within two years of the gift.

Environmental Issues

Prior to acceptance all real estate will be evaluated for all elements of environmental impacts, such as: underground tanks, hazardous waste disposal, ground contamination, history of dumping, etc. No property shall be accepted where any legal liability may exist for noncompliance factors affecting Federal, State and Local environmental laws and regulations. Environmental surveys to ensure compliance shall be the responsibility of the prospective donor. The Rocky Mountain Conference shall qualify as a bona fide prospective purchaser (BFPP) or innocent landowner (ILO) under the definitions set forth by the United States Environmental Protection Agency prior to taking title to any property.

A Phase 1 Environmental Site Assessment (ESA) shall meet the requirements of ASTM Standard E1527-13 or its successor, which includes, but may not be limited to:

- 50-year title history;
- Aerial photographs and Sanborn Fire Insurance maps;
- Existence of Federal, State and local statutory environmental clean-up liens;
- Review of government records of sites where there have been releases that are likely to cause contamination at the site;
- Visual inspection of the site and immediately adjacent sites, including investigation into chemical use, storage, treatment and disposal practices at the site and adjacent sites;

- On-site interview; and
- Underground and above ground storage tanks.

In addition, donor shall provide a survey from a qualified environmental professional providing information on the presence of asbestos, radon, and lead-based paint on the property.

The vendor doing the Phase 1 ESA and testing should be asked to provide a certificate of insurance, which verifies a minimum of $1 million of insurance and indemnification coverage. If the Phase I ESA indicates the need for a Phase 2 ESA, donor shall provide a Phase 2 ESA prior to Rocky Mountain Conference's acceptance of the gift.

Acceptance and Disposition

With assistance of legal counsel, the Treasurer on behalf of the Rocky Mountain Conference will execute the following, as appropriate:

- Life Estate Agreement as to the rights and responsibilities of the life tenant/donor and the Rocky Mountain Conference if the gift is a remainder interest in the donor's residence;
- Expense Reimbursement and Fee Agreement, if any (The costs associated with the conveyance and delivery will be paid either by the donor or the Rocky Mountain Conference, according to terms of the agreement.);
- Closing papers, as appropriate, with respect to conveyance to the Rocky Mountain Conference;
- Receipt for the gift in compliance with tax laws;
- Acknowledgement on IRS Form 8283 as furnished by donor and returned to donor for filing with donor's income tax return;
- Contract with real estate agent to sell the property; and
- Form 8282 filed with the IRS if the property is sold within two years of gift date.

LIFE INSURANCE

Life insurance gifts will be considered on a case-by-case basis. The Rocky Mountain Conference will accept life insurance policies only when the Rocky Mountain Conference is named as the owner and beneficiary of 100 percent of the policy. The Rocky Mountain Conference accepts insurance policies for which the donor has relinquished ownership by assigning all rights, title, and interest to the Rocky Mountain Conference. If the insurance policy is not fully paid up and the gift is accepted, the Rocky Mountain Conference may choose either to cash it in for the current surrender value or continue to pay the premium so long as the donor provides an annual contribution equal to the premium.

TANGIBLE PERSONAL PROPERTY

Tangible personal property shall be accepted if approved by the Conference Board or Executive Committee on a case-by-case basis.

PLANNED GIFTS AND LIFE INCOME ARRANGEMENTS

Planned gifts are given from accumulated assets that will provide future financial resources for mission and ministry while providing current benefits to donors or their designees. United Church of Christ Planned Gifts can be made to benefit any setting of the church: the congregation, the Conference, related educational and health and human service ministries, national ministries of the church, or simply the United Church of Christ.

The Rocky Mountain Conference encourages a donor to discuss all aspects of planned gifts with the donor's lawyer, financial advisor, and tax advisor. Individuals interested in making a planned gift may contact the Conference Minister at 303-984-9118 or admin@rmcucc.org for information about the gift plans and application forms.

BEQUESTS

The Rocky Mountain Conference encourages donors to consider making gift provisions in their will or revocable trust agreement, to take effect on the donor's death.

This is one of the simplest and most frequently used methods for making a planned or deferred charitable gift.

A bequest can take various forms. It may be (1) a stated dollar amount – "the sum of $20,000", (2) a specific property – "my residential real property located at ____", or (3) a percentage of the residue – "one-tenth of my estate". A "residuary bequest" grants the Rocky Mountain Conference all or a percentage of the donor's estate after other gifts, debts, taxes and administrative expenses have been satisfied.

ADMINISTRATION

These policies shall be reviewed at least once every five years and may be revised from time to time by the Conference Board as recommended by the Conference Finance Committee.

Recommended to the RMC Board by the RMC Finance Committee on January 28, 2021