

## **UNWLA Policies and Procedures**

### **Part 3: National Policies and Procedures**

#### **Section 3: Financial Policies - Gift Acceptance Policy**

##### **Introduction**

The purpose of this policy is to establish a uniform policy relating to the type of gifts and donations that could be accepted and which will not result in a conflict of interest.

The UNWLA solicits and accepts gifts:

- that are consistent with its mission, "Uniting women of Ukrainian descent and affiliation in order to promote and develop educational and cultural efforts and humanitarian assistance to Ukrainians worldwide."
- adhere to the 501(c)(3) Internal Revenue Code.

The UNWLA recommends all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including any resulting tax and estate planning consequences.

The following policies and guidelines govern acceptance of gifts made to UNWLA Inc. for the benefit of any of its operations, programs or services.

##### **A. Gifts Generally Accepted Without Review**

1. Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card;
2. Endowment Funds Without Restrictions;
3. Endowment Funds with restriction should be reviewed with donor/family (if possible) for flexibility in use of funds and use of corpus of fund when needed;
4. Marketable Securities. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached;
  - All marketable securities will be sold promptly upon receipt unless otherwise directed by UNWLA Inc.'s Investment Committee.
  - In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Executive Committee.

5. Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.
  - Donors are encouraged to make bequests to UNWLA Inc. under their wills, and to name UNWLA Inc. as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
6. Charitable Remainder Trusts. UNWLA Inc. will accept designation as a remainder beneficiary of charitable remainder trusts.
7. Charitable Lead Trusts. UNWLA Inc. will accept designation as an income beneficiary of charitable lead trusts.

## **B. Gifts Accepted Subject to Prior Review**

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

1. Tangible Personal Property. The Executive Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
2. Life Insurance. UNWLA Inc. will accept gifts of life insurance where the UNWLA is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
3. Real Estate. All gifts of real estate are subject to review by the Executive Committee. Prior to acceptance of any gift of real estate other than a personal residence,
  - the UNWLA may require an initial environmental review by a qualified environmental firm.
  - In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit.
  - Criteria for acceptance of gifts of real property:
    - Is the property readily marketable?
    - Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?

- a) Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
- b) Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

### **C. Restrictions on Gifts**

The UNWLA will not accept gifts that:

- would result in the UNWLA violating its corporate charter;
- would result in the UNWLA losing its status as an IRC § 501(c)(3) not-for-profit organization;
- are too difficult or too expensive to administer in relation to their value;
- would result in any unacceptable consequences for the UNWLA;
- are for purposes outside UNWLA 's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee and Finance Committee, in consultation with the President of UNWLA Inc.

### **D. Use of Legal Counsel**

The UNWLA will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming UNWLA Inc. as trustee or requiring UNWLA Inc. to act in any fiduciary capacity.
- Gifts requiring UNWLA Inc. to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.
- For any other gifts which the Finance Committee deems necessary to be reviewed by an attorney.

### **E. Some Definitions:**

- **Annuity** - A charitable lead trust (CLT) is a **gift of cash or other property to an irrevocable trust**. A named charity receives an income stream from the trust for a term of years. Depending on how the trust is structured, the donor enjoys a current income, gift, or estate tax deduction on the donated assets.

- **Charitable Remainder Trusts** - A Charitable Remainder Trust (CRT) is a **gift of cash or other property to an irrevocable trust**. The donor receives an income stream from the trust for a term of years or for life and the named charity receives the remaining trust assets at the end of the trust term.
- **Charitable Lead Trusts** - A charitable lead trust (CLT) is a **gift of cash or other property to an irrevocable trust**. A named charity receives an income stream from the trust for a term of years. Depending on how the trust is structured, the donor enjoys a current income, gift, or estate tax deduction on the donated assets.
- **Tangible Property** - Tangible personal property includes art, furniture, coin and stamp collections, livestock, jewelry, equipment, cars, boats, clothes, and any other personal property item owned by a donor. Do we want to list property that we will not accept?