

WALSINGHAM ACADEMY

GIFT ACCEPTANCE POLICY

Introduction

Walsingham Academy solicits and accepts gifts for purposes that will help the school further and fulfill its mission. The purpose of the Gift Acceptance Policy is to provide a set of standards by which gifts are reviewed and accepted by Walsingham Academy. The policy addresses ethical practices, the types of gifts accepted, necessary documentation and gift restrictions. Walsingham Academy does not provide legal, accounting, tax or other professional service advice to prospective donors. Walsingham Academy is tax exempt under sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code and is a 50%-type organization under sections 170(b)(1)(A)(i). Under IRS regulations, gifts to Walsingham Academy are generally tax deductible if the donor does not retain control over the gift or receive personal benefit. Each prospective donor is urged to seek the advice of independent legal, financial or tax counsel in the gift process.

General Acceptance

Acceptance of any contribution, gift or grant is at the discretion of Walsingham Academy. Walsingham Academy will not accept any gift unless it can be used or expended consistently with the purpose and mission of Walsingham Academy.

Use of External Advisors

Walsingham Academy will seek professional advice in matters relating to the acceptance of gifts when appropriate. Review by external professional advisors is required before acceptance of the following:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements.
- B. Documents naming Walsingham Academy as trustee or requiring that it act in any fiduciary capacity.
- C. Gifts requiring Walsingham Academy to assume financial or other obligations.
- D. Transactions with potential conflicts of interest.
- E. Gifts subject to other regulatory restrictions.
- F. Gifts of real property.

Walsingham Academy urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

Restrictions on Gifts—Walsingham Academy will not accept gifts that

- (a) would result in Walsingham Academy violating its charter, or that of the Sisters of Mercy.
- (b) would result in Walsingham Academy losing its status as an IRS 501(c)(3) not-for-profit organization,
- (c) are too difficult or too expensive to administer in relation to their value,

- (d) would result in any unacceptable consequences for Walsingham Academy, or
- (e) are inconsistent with Walsingham Academy's mission.

The use and designation of unrestricted cash gifts and bequests of up to \$100,000 will be made in the sole discretion of Walsingham Academy's President. All gifts and bequests valued over \$100,000 must be reviewed by a committee consisting of the President, Board Chair and Advancement Committee Chair (the Gift Review Committee) to determine use and designation. All non-standard gifts must also be reviewed by the Gift Review Committee to determine acceptability. The IRS defines a non-standard gift as an item that is not reasonably expected to be used to further the organization's exempt purpose (other than the need for funds) and for which there is no ready market to liquidate the contribution and/or the value of the item is highly speculative or difficult to ascertain.

Gifts Generally Accepted Without Review

Unrestricted Gifts

The most powerful gift to Walsingham Academy is one without restriction. The Annual Fund for Excellence contributes to the annual operating budget. The fiscal year for Walsingham Academy runs July 1 – June 30, and only assets received during the fiscal year will be reported in that year's Annual Fund totals.

Cash Gifts Cash gifts are acceptable in any form, including by check, money order, credit card or bank transfer.

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 attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Walsingham's investment advisor. (Gifts of restricted securities are subject to review by the Gift Review Committee before acceptance.)

Bequests and Beneficiary Designations. Donors are encouraged to make bequests to Walsingham Academy under their wills, and to name Walsingham Academy as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.

Gifts Accepted Subject to Prior Review

Gifts-in-kind and Tangible and Intangible Personal Property It is the general policy to sell upon receipt all gifts of tangible personal property which will not be used to further the mission of Walsingham Academy. Gifts-in-kind and tangible gifts may include but are not limited to works of art, motor vehicles, antiques, equipment, stamp and coin collections, jewelry, furniture, rare books, manuscripts or any other item that has determinable value. Intangible gifts may include patents, copyrights and intellectual property.

Life Insurance Walsingham Academy, under certain conditions, will accept gifts of life insurance where Walsingham Academy is named as both beneficiary and irrevocable owner of the insurance policy.

Real Estate All gifts of real estate are subject to review by the Gift Review Committee.

Soft Credit

Soft credit will be given to show affiliation with a gift for gift recognition purposes only. Legal gift credit will be given to the individual/entity that could claim a charitable deduction for a gift if such a deduction is available.

Gift Acknowledgement & Receipts

It is the responsibility of the Advancement Office to officially record and acknowledge all gifts to Walsingham Academy. Acknowledgments to donors will meet IRS substantiation requirements for property received as a gift. This will include the name of the fund to which the gift was applied and applicable tribute information. Except for gifts of cash, no value shall be ascribed to any other type of gift received by Walsingham Academy.