

APPENDIX 13

Gift Acceptance Policy Presbyterian Mission Agency

I. Mission of Organization

The Presbyterian Mission Agency is the body of the Presbyterian Church (U.S.A.) which is responsible to lead and coordinate the total mission program of the General Assembly. The Presbyterian Mission Agency cultivates, attracts, receives and disburses funds from donors to serve Christ's mission. Presbyterian Mission Agency core values are collaboration, accountability, responsiveness, and excellence. The Presbyterian Mission Agency operates through the General Assembly's principal corporation, Presbyterian Church (U.S.A.), A Corporation ("PC(USA)").

II. Purpose of Policy

The purpose of this gift acceptance policy ("Policy") is to define and communicate with donors the types of gifts that the Presbyterian Mission Agency is able to accept and administer and to be transparent with donors regarding the uses of their gifts.

III. Donor's use of legal counsel

PC(USA) does not provide personal legal, financial or other professional advice to donors or prospective donors (collectively referred to as "Donors"). Donors are strongly encouraged to seek the assistance of their own professional advisors in matters related to their gifts and the resulting tax and estate planning consequences.

IV. PC(USA) use of legal counsel

PC(USA) seeks the advice of outside legal counsel as its Office of Legal Services deems appropriate on matters relating to acceptance of gifts.

V. Gift Restrictions

Your gift will be used for the purpose presented by the Presbyterian Mission Agency unless the project becomes over-subscribed, impracticable, impossible, illegal or inappropriate to the mission of the Presbyterian Mission Agency. In those cases, your donation will be used to support a similar ministry or held to support the same ministry in a future year. This is done so that your donation will support ministry where it is needed most and your gift will have the biggest impact.

VI. Types and forms of gifts that the organization will accept

The Presbyterian Mission Agency is thankful for the many ways that donors give to support the work of Jesus Christ in this broken world.

Acceptable gifts include:

- **Cash** (Cash, Checks, Wire Transfers, and Credit Cards)
- **Marketable Securities:** Marketable securities will be sold as soon as possible after acceptance. The PC(USA) can receive securities, including mutual fund shares (1) in certificate form, (2) via direct transfer from brokerage accounts, or (3) from direct purchase stock plans.

In some circumstances, and only with pre-approval, the PC(USA) may also accept non-traditional assets. These assets can only be accepted if there is an expectation that they can be converted into cash within a reasonable amount of time. Gifts with inappropriate restrictions—those which are not in the best interest of the PC(USA)—shall not be accepted.

Gifts of non-traditional assets may be facilitated through the Presbyterian Church (U.S.A.) Foundation. Acceptable non-traditional assets might include:

- Tangible Property (only if there is no storage or insurance cost and the property is easily liquidated)
- Real Estate (a review will be made of marketability, environmental risks and any limitations or encumbrances on the title. The costs associated with the conveyance and delivery of the gift, including, but not limited to recording fees, inspection fees, current survey, title insurance and/or an attorney's title opinion, will be paid by the Donor or taken from the net proceeds of the sale.)
- Patents or Royalties All gifts must fall within ethical guidelines of the General Assembly of the Presbyterian Church (U.S.A.) and meet all applicable local, state and federal laws and regulations.

VII. Reporting Requirements

Internally, individual program areas and partner agencies will receive a monthly report of receipts in order to recognize and thank Donor activity. Additional internal reports for goal-setting and management purposes will also be produced.

Externally, each Donor will receive an Internal Revenue Service compliant receipt acknowledging their gift. PC(USA) will comply with applicable federal, state, and local law with regard to reporting gifts.

In addition to periodic programmatic reports and the Annual Report, Donors can request detailed information on programmatic emphases supported by their gift.

VIII. Adherence to ethical standards

Presbyterian Mission Agency adheres to the Code of Ethics (<http://www.afpnet.org/files/ContentDocuments/CodeofEthics.pdf>) and Donor Bill of Rights (<http://www.afpnet.org/files/ContentDocuments/Donor%5FBill%5Fof%5FRights.pdf>) established by the Association of Fundraising Professionals.

IX. Gift Acceptance Committee

The Leadership Cabinet of the Presbyterian Mission Agency shall serve as the Gift Acceptance Committee ("Committee") for purposes related to this Policy. As such the Committee has the authority to handle inquiries, negotiate with donors, assemble documentation, and execute agreements on behalf of PC(USA). Such activities must follow approved procedures, and legal counsel must advise on exceptions to established practice. If these prerequisites are fulfilled, no further review or approval of the Presbyterian Mission Agency Board is required. The Committee may delegate any and all aspects of the Donor inquiry and agreement process to Presbyterian Mission Agency staff. The Committee shall review any and all proposed gifts which constitute an

exception to the standards outlined in this Policy as well as all proposed gifts of non-traditional assets. The Committee shall also make recommendations to the Presbyterian Mission Agency Board on gift acceptance issues when appropriate.

X. Annual review

This Policy will be reviewed annually upon collecting feedback from Presbyterian Mission Agency Staff. Changes will be submitted to the Presbyterian Mission Agency Board for approval, through the Board's Executive Committee.