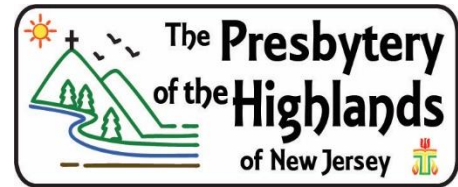


Presbytery of The Highlands Gift Acceptance Policy



Purpose

The purpose of this Policy is to set forth the guidelines for accepting donations/gifts to the Presbytery of the Highlands

Definition of Donations/gifts to the Presbytery of The Highlands

Special donations/gifts are gifts by individuals or congregations of money, personal property, stocks/bonds, life insurance or real estate given to the Presbytery for a fund or project of the presbytery.

Donation/Gifts for Particular Funds or Projects of the Presbytery.

Donations/Gifts maybe given to the Presbytery for particular funds or projects. Donors are encouraged to review the purpose and restrictions of funds or projects before making a gift.

Undesignated Gifts

Undesignated Gifts/donations from Individuals, congregations, groups or Estates will be reviewed by the *Finance Team* in order to recommend designation to the Presbytery Coordinating Team (PCT)

Types of Gifts accepted

- Cash/credit cards
- Planned gifts
- Marketable securities
- Mutual funds or Bonds
- Life insurance beneficiary designation

Gifts of property, tangible items or restricted gifts

Gifts of real estate/property, tangible items or restricted gifts will be reviewed by the *Trustees*. The Presbytery reserves the right to decline real estate and other gifts because of exposure to undue financial risk, is contrary to presbytery mission, values, vision or priorities, or violates federal or state tax codes.

Other

Donors are encouraged to recognize that many years may pass after the gift is made, and the needs, policies, mission and circumstances of the Presbytery may change in unforeseen ways. The Presbytery will make use of gifts in the best

interests of the Presbytery under the then current conditions and in the spirit of the donor's intent.

All donations/gifts are deemed final unless otherwise agreed by the Presbytery

Donations/Gifts received through Estates/Bequest from dissolved congregations will be reviewed by the Administrative Commission for the particular congregation or the Finance team and recommendations made to PCT. Restrictions, designations, requirements and administration of the estates/bequest will be honored to the best of the ability of the Presbytery.

All gifts will be classified as unrestricted unless made in response to an announced campaign or if the donor has expressly specified one or more restrictions on the use of the gift. Any such restriction on the use of the gift will be reviewed by finance team and recommendations made to PCT on whether to accept or not.

Confidentiality

All donor information will be kept in confidence. No announcement of a donation will be made without permission from the donor, or a representative of the donor's family if the donor is deceased. Because stories of faithful Christian generosity serve to encourage members' donations, permission will normally be sought to report those donations to the congregation.