Gifts and Donations

Policies Owner: Finance Coordinating Council
Document Approved: June 2018
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The purpose of this policy is to provide information and guidance for members and nonmembers to give gifts, donations, and in-kind donations to Second Unitarian Church in addition to annual pledges and offering/Share the Plate.

In-Kind Donation

An in-kind donation is the monetary value of donated services, goods, or property. Donors should consult with the Finance Coordinating Council Chair before making an in-kind donation. These donations must be approved in advance.

"In-kind" donations to Second Unitarian Church in lieu of monetary donations are not recommended because:

- The annual Operating Budget should accurately reflect monetary income and expenses during the year.
- Record keeping must be transparent for all financial transactions.
- Records must be auditable.
- Accuracy in spending and income is necessary for strategic planning.

The church will not estimate or place a value on non-monetary donations for an individual's federal income tax reporting.

The donor must submit a written request to FCC. The request must state:

- Whether the donor is a member of Second Unitarian Church of Omaha.
- Description of the in-kind donation and the date when the donation will be delivered to the church.
- Acknowledgement that:
    - The church will not estimate the value.
    - The donation will not be recorded as a pledge or applied toward the church annual pledge goal or donor's individual pledge.
    - The donation becomes property of Second Unitarian Church of Omaha after approval and delivery.
    - No goods or services were received by the donor.

After receipt of the in-kind donation, the donor will receive a letter containing a description (but not monetary value) of the received donation.

In Memoriam or Honor Gifts

All gifts donated to the church, in memoriam or in honor, that are not designated to the church Endowment Fund will be received into the Operating Fund. Donors who are not members (or pledging affiliates) will receive a thank-you letter if their address is known. The letter will include the amount given.

- If next-of-kin or other representatives of the family of the deceased requests, they will receive a list of donors and the total amount.
- If the family requests the memorial or a non-monetary gift be used for a specific purpose the minister will discuss with them.
- If the donation is in honor of a church member, the honoree will receive a letter stating the name of the donor(s). The donor will receive a thank-you letter stating the amount received.

Stock Gift Policy

The church can accept gifts of financial and investment instruments from church members and others. Edward Jones,[1] investor services firm, has been authorized to handle such transactions for the church.

Gifts of stock, bonds, and other financial instruments will be handled to protect the donor and our church. Church members or affiliates can transfer a portion of their personal financial securities holdings to the church to fulfill a pledge commitment or make a special donation. To start, contact the Treasurer for contact information for Edward Jones to handle the stock transfer including the forms required.

- The donor should indicate the name of the stock, the number of shares, and the use of the money when received from Edward Jones.
- Upon receipt, the securities will be liquidated by Edward Jones.
- Funds from the stock intended as an unrestricted gift to the church, donation to the Endowment Fund, or payment towards the donor's operating or capital campaign pledge, will be accepted immediately. All stock donations with special donor-specified restrictions require approval.
- The church will make all accommodation needed to accept financial securities to allow donors the ease of meeting their gifting intentions
- Edward Jones will provide the date the gift stock transfer is registered. The donor will receive a letter stating the number and description of shares of stock received, but not the dollar value.
- The donor is responsible for maintaining records of the transaction for their records.
- The donor will receive a letter from the church stating the name, number of shares received, and the date of the transaction.

[1] Edward Jones contact: Steve Kucirek, 1908 N 203 St., Ste 1, Omaha, NE 68022, (402) 289-9474 steve.kucirek@edwardjones.com