

Madison Audubon Society, Inc.
Gift Acceptance and Administration Policy

I. GIFT ACCEPTANCE POLICY

Madison Audubon Society seeks to assure that all gifts, grants and in-kind and non-monetary contributions further the organization's mission, goals, objectives and priorities without imposing undue costs on the organization. The board of directors will review for acceptance any contribution that is intended to support an activity not previously authorized by the board; the board will review (with the advice of the finance committee) all non-monetary contributions that may impose undue liabilities associated with disposition, improvement or maintenance of donated items; and the board will review all gifts that have the potential to influence organizational policies or to negatively affect the reputation of the organization. In general, pledged dollars from new donors shall not be earmarked for expenses until the funds are received. Non-cash gifts with an estimated value less than \$1,000 will be considered at the discretion of the executive director. For each gift for land acquisition, the board shall determine an appropriate percentage to set aside for future stewardship of MAS properties. All gifts of real estate shall be subject to the *Land and Easement Acquisition Policy* and require approval by the board. Donors shall be responsible for all expenses related to making a gift, including but not limited to, attorney and other advisor fees, appraisal fees, and environmental surveys, unless otherwise approved by the board.

II. DONOR RIGHTS

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- To be informed of the MAS mission, the way it intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to MAS most recent financial statements upon request.
- To be assured their gifts will be used for the purposes for which they were given. MAS relies on written documentation provided by the donor to determine gift intent.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

III. GIFT ADMINISTRATION

A. Receipts

Gift receipts will be issued for all gifts within 30 days from the date received. According to IRS code, written acknowledgments are not required for gifts under \$250 but MAS will receipt all gifts made regardless of amount. Receipts will state the name of the donor, purpose or restrictions if applicable, and amount of cash contribution or description of the gifted property. If the donor received something of value in exchange for the gift (quid pro quo), the receipt will state the value of the item received; otherwise, the receipt shall state: "No goods or services were offered in exchange for or in recognition of this contribution". Gifts of tangible personal property (including securities) shall not include a valuation of the asset, which is the responsibility of the donor.

B. Record Keeping

Gift records reflecting the name of the donor and details of the gift will be maintained in an electronic database. The executive director, staff assigned by the executive director, or the board is responsible for maintaining the gift records.

C. Recognition

It is the intent of MAS to communicate appreciation of gifts whenever it is acceptable to the donor and appropriate. Donors are recognized in the MAS quarterly newsletter or online. All donors will receive mailed or emailed recognition of their gift within 30 days of receipt at the MAS office.

Approved by the MAS Board of Directors on August 14, 2017.

APPENDIX
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A.I. VALUATION STANDARDS

For purposes of establishing the value and date of gifts for MAS records and reporting, the following valuation standards and gift crediting policies govern gifts to MAS:

- *Publicly Traded Securities*: Number and type of shares on the date received into the MAS brokerage account.
- *Closely-held Securities*: Value of the per-share purchase price of the most recent transaction or a qualified appraisal value if available.
- *Life Insurance*: Policies are upon receipt. Death benefits are credited to the donor's record less any previously reported cash surrender values.
- *Pledges*: Pledge payments are reported as gifts on the date payment is received.
- *Real property*: Qualified appraisal value, which is the responsibility of the donor to obtain. MAS requires a copy of the appraisal for its review.
- *Tangible personal property (other than securities)*: A soft credit will be added to the donor's record with estimated values provided by the donor, other expertise, or a qualified appraisal.
- *Vehicles, boats, airplanes*: Gift credit will be equal to sale proceeds received by MAS if vehicle is valued at over \$500, unless an approved IRS exception applies. MAS will issue a 1098-C, required by the IRS, to all vehicle donors following the end of the year in which the gift was made unless this form is issued by a cooperating third party with which we collaborate.
- *Deferred Gifts*: No credit to the donor's record will be made unless the interest of MAS is irrevocable. If interest to MAS is irrevocable, the gift will be credited at the net-present value, based on life expectancy tables and discount values chosen by the executive director, treasurer, accountant, or financial manager.
- *Membership*: Membership payments may or may not be deductible as gifts depending on the benefits provided to the member. The non-deductible portion will be indicated on the acknowledgement receipt. MAS membership dues not including National Audubon membership currently are fully deductible because membership does not convey any benefit for tax purposes by the IRS.

A.II. SPECIAL PROCEDURES

1. *Appraisals and Donor Reporting Requirements*. Donors are required to file form 8283 for gifts of tangible personal property if the aggregate reported value of the property exceeds \$5,000 (or in the case of non-publicly traded stock, \$10,000) and obtain qualified appraisals as may be required. The treasurer or president will be responsible for signing on behalf of MAS forms 8283 when presented for signature by the donor.

2. *Donee Reporting Requirements.* The treasurer or president will be responsible for filing IRS Form 8282 within 125 days from the date of sale of any asset sold by MAS within two years of receipt when the charitable deduction value of the item is more than \$5,000.
3. *Security Liquidation.* It is the practice of MAS as a fiduciary to liquidate publicly traded securities as soon as possible after receipt to avoid unnecessary market fluctuation. Realized gains or losses on security sales shall be reported as such and do not have an effect on the amount credited to the donor's gift record.
4. *Serving as Trustee.* To avoid potential conflicts of interest, MAS will not generally serve in a trustee capacity on trusts established by donors, in which MAS has a beneficial or remainder interest. MAS staff are prohibited from serving in any fiduciary capacity for donors, other than for members of their immediate family.
5. *Accounting and Reporting Standards.* The MAS Board of Directors is responsible for setting the standards for financial accounting. These standards are derived from the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA). Accounting procedures are described in the *MAS Accounting Manual*.