

Policy 3.4 Designated Financial Contributions (in process of being revised)

BACKGROUND

The UUFC encourages and prefers unrestricted gifts to its operating and capital funds. However, some individuals prefer that their gifts be designated for specific purposes. The UUFC Bylaws say the Board may collect designated gifts and distribute them. This policy outlines how the Board and Treasurer will handle designated gifts.

POLICY

1. Receiving Designated Gifts: Only the Treasurer is authorized to receive designated gifts. The Treasurer will accept the designated gifts only if they meet the criteria in this policy. The Treasurer may accept these gifts only if they:
 - a. Support the programs, policies, bylaws and mission of the UUFC
 - b. Are from a reputable person or organization
 - c. Are without unreasonable restrictions
 - d. Are for the operations, capital fund or endowment
 - e. Are under \$10,000 and the Treasurer, minister, president and past president determine they meet the criteria
 - f. Are over \$10,00 and the Board determines they meet the above criteria

2. Recording of Designated Gifts:
 - a. The Treasurer will record the designated gifts in the Revenue portion of the Statement of Operations, noting in UUFC records the designation and any restrictions. The Board may adjust a budgeted Expense line to reflect a designated gift, unless the gift is for an activity in a previous year or for the endowment.
 - b. The Treasurer will report to the President and the Minister the names of people or organizations making designated gifts, unless the donor wishes to remain anonymous and the Treasurer believes the anonymous donor is reputable and that the funds were obtained legally. In addition, the Treasurer will report to staff or the appropriate committee the acceptance of the gift so that they can carry out the required work, if any.

3. Naming: the Board will not name a facility, program or item in honor of a donor who makes a designated gift.

4. Donor Recognition: The UUFC will make every effort to thank the individual or organization making a designated gift. The UUFC wants to assure donors that their gifts are appreciated and are used in the manner designated.

Approved by the Board of Trustees on 10 March 2003.