

**LINWORTH UNITED METHODIST CHURCH
GIFTS AND MEMORIAL FUND
GIFT ACCEPTANCE, DISTRIBUTION, AND TRANSFER POLICY**

PURPOSE / OTHER

The Gifts and Memorial Fund (hereinafter referred to as the Fund) is established for the purpose of providing members and friends opportunities to make charitable gifts to the Linworth United Methodist Church (hereinafter referred to as the Church) that will provide financial support in the short-term for Church programs outside the annual operating budget and regular giving of its members and/or a living memorial to its donors.

The purpose of this Gifts and Memorial Gift Acceptance Policy (hereinafter referred to as the Policy) is to describe the type of gifts that can be accepted, the manner in which they can be accepted, the manner in which they are distributed for use, and the protocol for transferring funds to the Endowment Fund, if desired.

The Legacy Committee (hereinafter referred to as the Committee) will review the Policies described herein during the fourth quarter of each year. Such a review will serve to allow fine-tuning or amendments to the Policies in the event that changed circumstances allow the Church to accept new gifts, or to restrict or expand the manner in which current gifts forms are handled.

The Committee shall make a full report of the receipts, disbursements, and balances of the Fund no less frequently than once each year to the Administrative Council of the Church (hereinafter referred to as the Council).

The Fund balance is recorded in the accounting records of the Church.

INTRODUCTION

In order to protect the interests of the Church and the persons and other entities who support its programs, these policies are designed to assure that all gifts to the Fund are structured to provide maximum benefit to both the donor and the Church.

This document focuses on encouraging gift giving without encumbering the Church with gifts which may prove to generate more cost than benefit, or which are restricted in a manner that is not in keeping with the goals of the Church.

To optimize funding from individuals and other entities, the Church must be capable of responding quickly, and in the affirmative where possible, to all gifts offered by prospective donors. Except where stated otherwise, these policies are intended as guidelines only. Flexibility must be maintained since some gift situations can be complex and decisions only made after careful consideration of a number of interrelated factors. Therefore, these policies may in some instances require that the Committee

consider the merits of a particular gift and a final decision made only after consultation and approval by the Council and/or the Church's Board of Trustees (hereinafter referred to as Trustees).

The Committee reserves the right to decline or otherwise refuse any gift offered to the Church, with or without cause. Reasons for which a gift may be declined include, but are not limited to the following:

1. The Committee does not believe it is in the best interest of the Church or the Fund to abide by the restrictions placed on the gift by the donor.
2. The costs to maintain the gift or to meet the restrictions placed on the gift by the donor are considered to be excessive for the Fund.
3. The gift is considered to be inappropriate or unrelated to the tax-exempt purposes of the Church or the Fund.
4. The gift is designated to benefit or to be channeled to a specific individual.

GIFT ACCEPTANCE TERMS AND CONDITIONS

The Church Office will acknowledge each donor gift by written confirmation within thirty days (30) of the gift, if practical, including any terms and conditions regarding the acceptance of the gift. All information concerning donors and prospective donors, including their names, names of beneficiaries, the amount and type of the gift, aspects relating to their estates, etc., shall be kept **STRICTLY CONFIDENTIAL** except when donors permit the release of such information.

It is imperative that the Church maintains full and complete documentation of all gifts received from individual donors, especially those that are in excess of five hundred dollars (\$500). The Church must maintain complete accountability of these funds with sufficient records regarding the purpose of the gift and when and how these gifted funds were spent.

I. OUTRIGHT GIFTS

A. CASH

1. Gifts in the form of cash and checks shall be accepted in any amount.
2. All checks must be payable to the Church and in no event shall they be made payable to an employee, agent, or volunteer for credit to the Church.

B. PUBLICLY TRADED SECURITIES

The Church may accept securities that are traded on the exchanges. The Committee shall make the decision to accept the publicly traded security and then, if accepted, sell the security as quickly as possible with Trustee approval.

C. TANGIBLE PERSONAL PROPERTY (See Appendix for a Definition)

1. Each gift of tangible personal property must have the approval of the Committee and a cash value in excess of one thousand dollars (\$1,000), or more.
2. Prior to approval, the Committee shall make a recommendation for accepting the personal property to the Trustees and shall include a report on (but not limited to) the following:
 - a. Current title and ownership
 - b. An independent qualified third party appraisal – paid by the donor
 - c. A recommendation on marketability
3. The Committee shall make the decision to keep or sell the property.

D. OTHER PROPERTY

The Committee shall make the decision to accept and to keep or sell any other property that it may deem to be in the best interest of the Church.

II. PAYMENT OF FEES RELATED TO GIFTS TO THE CHURCH

A. FINDER'S FEES OR COMMISSIONS

No fees shall be paid to anyone as consideration for directing a gift to the Church.

B. PROFESSIONAL FEES

1. In general, the donor shall pay any fees associated with the gift.
2. No fees shall be paid to anyone as compensation for any sale of any products to the donor.

III. RESTRICTIONS/DISTRIBUTIONS/OTHER

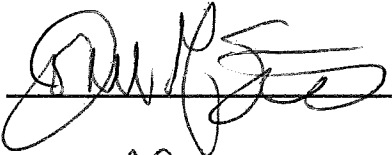
- A. The Committee must approve any restriction on the use of any gift prior to the acceptance of the gift.
- B. From time to time an excess balance may be accumulated in the Fund. The Committee has authorization to transfer excess funds from the Fund to the Endowment Fund account, which is administered by the Council of Development of the West Ohio Conference. Authorization for such transfers should be reflected in the Legacy Committee minutes.
- C. Since the function of this Fund is to provide monies for projects and ministries outside the annual operating budget, requests for distributions out of this Fund will be determined primarily by the Senior Pastor and/or the Associated

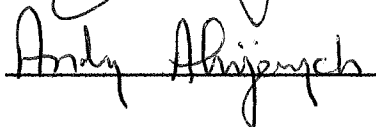
Pastor. At a minimum, the Chair of the Legacy Committee should be made aware of the distribution request and, if possible, the Committee members should be inform as well.

IV. CHANGES TO GIFT ACCEPTANCE POLICIES

These policies and guidelines were reviewed and recommended by the Legacy Committee to the Administrative Council, which delegated authority for approval of the final language to their respective Chairs who have reviewed and hereby approve it. Any future substantive revisions, however, will require the Legacy Committee to make a recommendation to the Administrative Council and/or the Board of Trustees for their approval.

Approved on the 20th day of September, 2015.

Chair - Administrative Council  John M. Stephen

Chair – Legacy Committee  Andy Ahijevych

APPENDIX: DEFINITION OF TERMS

TANGIBLE PERSONAL PROPERTY - refers to any property that can generally be moved and is not attached to real property or land. These generally include such items as: furniture, clothing, jewelry, art, writings, coin collection, stamp collection, or household goods. In many cases tangible personal property will not be "titled" in an owner's name.