

CONTRIBUTION POLICY



A. GENERAL POLICY

- 1) As defined by Internal Revenue Code Section 170, charitable contributions made to the Church are unconditional transfers. All amounts received as charitable contributions to the Church are subject to the control of Unity's Session.

B. RESTRICTED FUNDS

- 1) Restricted funds should not be solicited by any member of the staff or Board, except for purposes and in manners approved by the Session.
- 2) The acceptance of unsolicited gifts for purposes that have not been previously approved is subject to the discretion of the Session. Acceptance of such gifts will be made in accordance with the mission of the Church. If the Church determines that an unsolicited gift is not in accordance with the mission of the Church, then the Church reserves the right to return the contribution to the donor.
- 3) Special Gifts - If the Church solicits funds for a special purpose and accomplishes the stated purpose, any remaining funds will be re-directed at the discretion of the Session. The Church will publicize how the funds are to be used and will give donors an opportunity to re-direct their funds to another of the Church's existing programs. However, the Church will not refund any remaining funds to the donor.

C. HANDLING OF NONCASH CONTRIBUTIONS

- 1) Donations to the Church of securities will be immediately sold and the proceeds applied according to the wishes of the donor.
 - i) Contact the Unity's financial manager to obtain investment account information for the transfer.
 - ii) If the gift is intended to be for normal operations or an established campaign, the proceeds will be recorded in budgeted contributions.
 - iii) If the gift is a "special gift", procedures established for those gifts will be followed.
 - iv) Stock donations will be immediately acknowledged by the Unity using the appropriate acknowledgement letter.
- 2) Donations of real estate, collectibles, or any other noncash contribution will be accepted subject to the approval of the Session. The Session has determined that donations of motor vehicles will not be accepted.
- 3) Donations of services can be acknowledged with a thank-you note. However, these donations are not tax-deductible and the thank you note should not indicate otherwise.
- 4) In-kind donations received in exchange for tickets to special events will be valued at the discretion of the Financial Manager.

D. ENDOWMENT GIFTS

See the Endowment Policies and Procedures manual.