


First Unitarian Universalist Church Columbus, Ohio		
Chapter: III. Fiscal	Source:	
Title: Stock Gifts		
Approved by: Board of Trustees	Date Approved:	
Effective Date:	Date of Last Review:	

A. Policy:

The Church encourages gifts of stock from members and friends, whether in fulfillment of operating or capital pledges, as special gifts to the Endowment or Restricted Funds, or as other contributions.

B. Definitions:

Stock gifts are transfers of shares of stock from the donor to the Church.

C. Procedure:

1. Anyone interested in making a stock gift to the Church should be directed to the Church Administrator, a Treasurer, or the Bookkeeper, any of whom will administer this policy by providing the information necessary to effect the transfer.
2. Many investment firms require completion of their own forms to effect the transfer. A generic form is attached to this policy as Exhibit A.
3. The donor should instruct his/her investment firm to transfer the stock to the Church's account (call the church, 267-4946, for details).
4. The Church's tax ID # is -----.
5. The Treasurer must be notified of the transfer and the purpose of the gift so that it can be reflected correctly in the Church's records.
6. The Treasurer will instruct Schwab to sell the stock as soon as it is received, according to Church policy.
7. The Bookkeeper will prepare an acknowledgement letter to the donor for the Treasurer, Development Chair, or Campaign Chair to sign. The acknowledgement will state the high, low, and average share prices for the stock on the day received in the Church's account. The value of the donation to the donor will also be shown as the number of shares times the average share price. This is also the value of the gift that will be reflected on the Church's records.
8. A sample acknowledgement is attached as Exhibit B.

Exhibit A

<date>

<your broker's name and address> _____

Dear _____:

Please accept this letter as my authorization to irrevocably transfer a portion of my portfolio from my account at your firm, # _____, to the account of the First Unitarian Universalist Church of Columbus, Ohio, #-----, at -----. The firm's telephone number is -----. The tax I.D. Number of the church is -----.

Please **transfer the shares in kind** and do **not liquidate them**.

I wish to transfer _____ shares of _____ stock. Please deliver these shares to **DTC 0164**.

If there are questions, please contact me at _____.

Thank you for your assistance in this matter.

Signature

Date

Signature Guarantee

Dated: _____

IN THE PRESENCE OF

SEAL

Signature Guaranteed

Signature of owner

Signature of joint owner

Exhibit B

July 1, 2004

Mr. John Doe
1085 Kansas Avenue
Columbus, OH 43214

Dear John:

This letter acknowledges receipt of 25 shares of Triad Hospitals, Inc., stock on June 10, 2004. On that date Triad Hospitals, Inc. had a high of 45.99 and a low of 44.60. The average of the high and low was, therefore, 45.295. The value of the shares was **\$1,132.38**. [25 * 45.295]

As you instructed, we have applied the full amount of this gift toward your three-year Capital Campaign pledge.

The church has not provided you with any goods or services in exchange for this contribution. The church has provided you intangible religious benefits only and, consistent with church principles, only incidental tangible benefits.

Please retain this letter with your income tax records. It is an important document necessary for any available federal income tax deductions for this contribution.

Thank you very much for your generous support of the church.

Best regards,

Frank Phillips
Treasurer