

Policy Type: Development Policy

Policy Title: Gift Acceptance and Acknowledgement

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Purpose of the Gift Policy

The purpose of these fund and gift acceptance policies is to advance the Foundation's mission of connecting donor interests to community needs and opportunities utilizing community knowledge and leadership. By providing guidelines for negotiating and accepting various types of gifts for different types of funds, these policies are designed to

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serve the best interests of the Foundation, donors who support the Foundation's programs through charitable gifts, and a healthy and caring community. These policies are established to assure that each gift to the Foundation is structured to provide maximum benefits to the community, the donor, the Foundation and the beneficiaries of the Foundation's charitable programs and activities.

Ethical Standards in Dealing with Donors

The Foundation is committed to the highest ethical standards of philanthropy and development. In all transactions between potential donors and the Foundation, the Foundation will aspire to provide accurate information and full disclosure of the benefits and liabilities that could influence a donor's decision, including with respect to the Foundation's fees, the irrevocability of a gift, prohibitions on donor restrictions, items that are subject to variability (such as market value, investment return, and income yield), the Foundation's responsibility to provide periodic financial statements with regard to donor funds, and investment policies and other information needed by donors to make an informed choice about using the Foundation as a vehicle of charitable gifts. **In addition, all donors will be strongly encouraged to discuss their gifts with their own financial and tax advisors before signing any gift agreement.** The role of the Foundation's staff is to inform, guide, and assist the donor in fulfilling his or her philanthropic goals, without pressure or undue influence. The information we provide is not intended as legal, tax, or investment advice.

The Foundation recognizes the paramount role of donors and their gifts to the Foundation in executing its charitable mission. In carrying out the Foundation's development program, staff will recognize and acknowledge donors in appropriate ways, both publicly and privately, subject to the Foundation's Policy on Confidentiality. Donors reserve the freedom to determine the degree and type of recognition that they prefer and the Foundation respects the confidentiality of donors who do not wish to be publicly recognized.

Types of Funds

The Foundation offers several different types of funds. These include:

Unrestricted Funds

Gifts to these funds help the Foundation help our community. The donor allows the Foundation the discretion on the use of available grant dollars for a broad range of community issues. The Foundation makes distributions to support effective work of charitable organizations throughout the area we serve.

Donor-Advised Funds

Allow you to contribute assets to your fund at any time and then recommend grants to support charitable groups of your choice. They are a flexible, personalized way to support nonprofit groups in the Central Susquehanna Valley or a more narrowly defined area, elsewhere in the U.S., or anywhere in the world.

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General Charitable Purpose Funds

An option for donors who want to support the Foundation's focus areas identified by CSCF's board of trustees for its discretionary grants. This gives the Foundation the greatest latitude over the years in how to direct grants, based on its assessment of changing community needs.

Field-of-Interest Funds

A way to provide support to organizations that work on issues that you specify. Once you determine the issue(s) you want to support, CSCF program staff identifies suitable grant recipients for your approval. If you wish, you may decide to provide support in the Central Susquehanna region, a particular locality, or elsewhere. If you choose, you may recommend grants to specific groups in the area(s) you have identified.

Scholarship Funds

Designed for donors who are interested in helping students attend high school, college, university, or vocational school using criteria of your choice. The fund can support students, for example, who are studying a particular subject, attending a specific school, or graduating from a specific school.

Designated Funds

Ideal for donors who want to support one or more specific charitable organizations, either a school or nonprofit group. Nonprofit groups can also establish this kind of fund as part of their organization's own fundraising strategy (see agency endowment below).

Community Involvement Funds

Established at CSCF by groups that want to undertake broad-based community fundraising to support their work. These funds require extra administrative support beyond that typically given to the other kinds of funds at the Foundation, so we would need to have a discussion with you about your plans.

Agency Endowments

Permanently restricted funds for the benefit of a designated not-for-profit organization. An Agency Endowment may be created by the organization or may be a Designated Fund created by a loyal donor.

Memorial/Tribute Funds

Provide a lasting tribute and permanent legacy in honor of a loved one. Any type of fund listed above can be used as a Memorial Fund. Family and friends can actively participate in establishing a Memorial Fund through memorial contributions. Additional contributions to funds can be made at any time. Memorial contributions can also be accepted for any existing fund within the Foundation.

Minimum Gifts to Begin New Funds

The minimum gift for a new unrestricted or donor-advised fund is \$10,000. A new fund may be established with a lower minimum if the donor arranges regular payments to bring the fund to the minimum level within a reasonable time frame. No grants may be made from any fund until the minimum is reached. Exceptions are subject to the approval of the Foundation's President and CEO.

Variance Power

Sometimes a fund just doesn't work anymore. Scientists discover a cure for polio. A charitable organization goes out of existence. The Foundation has the ability to address these situations through its variance power. This power gives the Foundation's board the ability to make changes to a fund when its purpose is no longer necessary, can no longer be fulfilled, or has become inconsistent with the charitable needs of the community. This power to update funds helps protect donors by avoiding the need for complex and costly legal proceedings.

Authority to Accept Gifts

Any of the Foundation's officers or employees designated by the Central Susquehanna Community Foundation may accept, for and on the Foundation's behalf, any of the following:

- Cash
- Checks
- Marketable securities
- Closely-held and S corporation stock
- Limited liability company interests
- Accounts receivable (e.g., gifts of loans, notes, mortgages)
- Real property
- Gifts of intellectual property, mineral reserves, precious metals
- Artwork, coin collections, jewelry, etc.
- Life insurance policies

Gifts may require third party involvement to determine the value of the gift and the process for liquidating. Foundation staff will immediately notify donors if a gift is not accepted.

Purpose of Gifts

The Foundation wants to make charitable giving accessible to everyone in our community; however, the following guidelines must be adhered to:

- The purpose of each gift to the Foundation must fall within the Foundation's broad charitable purposes.
- The Foundation cannot accept any gift that will be directly or indirectly subject to any material restriction or condition by the donor that prevents the Foundation from freely and effectively employing the gift assets or the income from such assets to further its charitable purposes.
- The Foundation reserves the right to reject any gift that might place the other assets of the Foundation at risk or that is not readily convertible into assets that fall within the Foundation's investment guidelines.
- The Foundation may also decline a gift if it is not able to administer the terms of the gift in accordance with the donor's wishes.

Minimum Gifts to Existing Funds

Subject to the policies set forth in this document, the Foundation may accept gifts to existing funds of any size.

Investment of Gifts

The Foundation reserves the right to make any or all investment decisions regarding gifts to it in accordance with its Investment Policy, as amended from time to time. In making a gift to the Foundation, the donor gives up all rights, title and interest to the assets contributed. In particular, the donor relinquishes the right to choose investments and investment managers, brokers, or to veto investment choices for the contributed assets.

Costs of Accepting and Administering Gifts

Generally, costs associated with the acceptance of a gift, such as the donor's attorneys' fees, accounting fees, and appraisal and escrow fees, are borne by the donor. The direct costs of administering gifts are generally paid out of the assets of the individual funds. Custodial, investment, and administrative fees are paid from the respective funds in accordance with the Foundation's guidelines and fee schedules. The Foundation reserves the right to assess a set-up fee.

Types of Gift Assets

Cash

The Foundation accepts gifts of cash

- In currency of the United States;
- By checks made payable to the Foundation or the component fund; or

- By credit cards.

Publicly-Traded Securities

General. The Foundation accepts gifts of marketable, publicly-traded stocks and bonds. As a general rule, publicly-traded stocks and bonds contributed to the Foundation will be redeemed or sold as soon as practicable. All proceeds from such redemption or sale, less commissions and expenses, are then credited to the component fund to which the stocks or bonds were originally contributed. The Foundation may accept gifts of publicly-traded stocks and bonds in any amount to any existing fund. However, gifts to establish a new component fund at the Foundation must meet the applicable minimum funding requirement.

Appraisal. No appraisal is required so long as the stock or bond is not subject to any restrictions, including those imposed by contract or the Securities Exchange Commission. Where appraisal is not required, the value of the gift is determined by calculating the mean of the high and low prices of the securities on the date of the gift.

Real Estate

General. This policy applies to all gifts of real property, including outright gifts of residential and commercial property and farmland; bargain-sale transactions; and gifts of remainder interests in which the donor retains a life estate. The Foundation does not accept gifts of time shares.

Gifts of real property must be reviewed by the Audit and Finance Committee. Subject to the Committee's approval, the Foundation may accept gifts of real property to any fund. Gifts to establish a new component fund at the Foundation must meet the applicable minimum funding requirement. In deciding whether to accept real property gifts the Foundation will:

- Determine whether the real estate gift is an acceptable minimum value.
- Confirm that the donor has legal capacity and is entitled to convey the property through copies of deed, title report, etc., provided by donor.
- Determine whether, if property is encumbered by debt, the debt is of a level that will not unduly burden the Foundation or adversely affect the marketability of the property.
- Perform a market and financial analysis prior to acceptance of the gift to determine whether the gift is a financially sound acquisition.
- Weigh its ability to manage commercial property for the time necessary to sell the property. For example, income producing property may subject the Foundation to unrelated business income tax and/or other types of expenses, including but not limited to, upkeep of land, maintenance of buildings and management of property.

- Evaluate whether any restrictions on the gift desired by donor will jeopardize the classification of such gift as charitable.

Appraisal. Each gift of real property giving rise to a charitable deduction of more than \$5,000 must be appraised in accordance with federal tax law. The donor will be responsible for obtaining such appraisal.

Distributions. Distributions from a component fund that consists entirely of real property are limited to the net income generated by the property less fees assessed by the Foundation and any unrelated business tax imposed thereon.

Liquidation. The Foundation will generally seek to sell real property as soon as possible and generally will not accept gifts that cannot be liquidated within three years.

Procedures for Accepting Gifts of Real Property. Donors will provide the information and documents requested in the Real Property Donation Checklist and the Real Property Inquiry Form at the earliest possible time prior to the acceptance of the gift. Copies of those forms are appended to this policy. The Foundation may request additional information or documents when necessary to its evaluation of the proposed gift.

Whenever possible, a member of the Foundation staff or an authorized representative will visit the property to determine its nature and type and to identify any potential problems not evident from information supplied by the donor that might hinder or prevent the Foundation's sale of the property.

Environmental Assessment. Donors will provide at least a Phase I Environmental Report with disclosure of any environmental problems or statement that none exists.

Closely-Held Stock and S Corporation Stock

General. Gifts of closely-held and S corporation stock must be reviewed by the Audit and Finance Committee. Subject to the Committee's approval, the Foundation may accept gifts of closely-held or S corporation stock in any amount to any existing fund. Gifts to establish a new component fund at the Foundation must meet the applicable minimum funding requirement. The Foundation may accept gifts of stock in closely-held or S corporation that generate unrelated business income only if certain agreements are reached with the donor and/or the corporation. These include an agreement by the donor that the taxes on the unrelated business income and the Foundation's associated administrative expenses (e.g., accounting and tax return preparation) will be charged against the fund holding the contributed stock. Further, the donor should agree to contribute additional cash to the fund to pay the foregoing taxes and administrative expenses to the extent there is insufficient cash in the subject fund balance to cover such taxes and expenses.

Appraisal. Each gift of closely-held or S corporation stock giving rise to a charitable deduction of more than \$5,000 must be appraised in accordance with federal tax law. The donor will be responsible for obtaining such appraisal.

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Distributions. Distributions from a component fund that consists entirely of closely-held or S corporation stock are limited to the income generated by the securities less fees assessed by the Foundation and any unrelated business tax imposed thereon.

Liquidation. The Foundation will generally seek to redeem or sell closely-held or S corporation stock contributed as soon as possible and generally will not accept gifts that cannot be liquidated within three years.

Procedures for Accepting Gifts of Closely-Held or S Corporation Stock. The following procedures apply to all proposed gifts of S corporation stock:

- The Foundation will review corporate governing documents to determine the rights and obligations associated with the stock and whether or not the Foundation should undertake such obligations in light of such rights.
- The Foundation will review the corporation's most recent tax returns and the donor's most recent K-1 to determine the nature of the income associated with the stock (e.g., unrelated business income, active versus passive business).
- All proposed transfer documents must conform to the Foundation's form or be approved by the Foundation's counsel.
- As a condition for the Foundation's acceptance of the gift, a written agreement between the donor and the Foundation should be in place that provides for the payment of administrative expenses and unrelated business income taxes generated by the stock to the extent there is insufficient cash in the fund to which the stock has been donated to cover such expenses and taxes. The agreement should also require the donor to indemnify the Foundation against all liabilities incurred by the donor on account of the stock up to the date of the gift.
- The donor shall provide the Foundation with all documents which outline, discuss or relate to the duties and liabilities which shareholders have, including Shareholder Agreements.

Tangible Personal Property

General. The Foundation accepts gifts of personal tangible property (e.g., artwork, coin collections, jewelry) only if: (a) the Foundation determines that the property will be used in furtherance of the Foundation's exempt purposes or (b) the Foundation will be able to sell the property. If the property is to be sold, the Foundation will accept the gift only if it has sufficient value to justify the expenditure or resources required for such sale. The Foundation may accept gifts of personal tangible property in any amount to any existing fund. Gifts of tangible personal property to establish a new component fund at the Foundation must meet the applicable minimum funding requirement.

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Appraisal. Each gift of personal tangible property for which the donor expects a charitable deduction exceeding \$5,000 must be appraised in accordance with federal tax law. The donor will be responsible for obtaining and paying for such appraisal.

Procedures for Accepting Personal Tangible Property. The following procedures apply to all proposed gifts of personal tangible property:

- The Foundation will review all prior appraisals and authentication documents, if any, relating to the property.
- If the property is to be sold, the Foundation will ascertain the market for such property and estimate the costs to be incurred in connection with the sale as well as the costs of holding the property prior to sale.
- All costs incurred by the Foundation in connection with the holding and sale of the property shall be charged against the sale proceeds, with the balance being credited to the fund to which the property has been contributed.

Life Insurance

General. The Foundation may accept gifts of life insurance policies so long as: (a) the policy is not encumbered (*i.e.*, there is no outstanding loan against the policy); and (b) the Foundation is made the policy's owner and primary beneficiary. When premium payments can no longer be made because there is insufficient value in the policy to keep it in force, or because the Foundation chooses to discontinue premium payments, the policy will be surrendered. The Foundation may accept gifts of life insurance policy in any amount to any existing fund. Gifts of life insurance policy to establish a new component fund at the Foundation must meet the applicable minimum funding requirement.

Appraisal. Each gift of life insurance policy giving rise to a charitable deduction of more than \$5,000 must be appraised in accordance with federal tax law.

Deferred Gifts and Planned Giving

These are gifts whose benefit does not fully accrue to the Foundation until some future time, or whose benefits are split with non-charitable beneficiaries. Foundation representatives are authorized to solicit direct charitable gifts through wills, as well as contributions to establish gift annuities or charitable trusts. The Foundation will work closely with donors and confer with financial advisors, at the request of the donors, to realize these gifts. In cases where the gifts are complex, the President/CEO may seek assistance from Audit and Finance Committee.

Bequests

The Foundation accepts bequests from donors who have directed in their wills that certain assets be transferred to the Foundation and honors the wishes of the donor as expressed, but reserves the right of refusal as necessary and appropriate. The Foundation may not be named as Executor for a donor in his/her will and will not serve if named.

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The Foundation may create a named fund in memory of the donor, if there is no stipulation for anonymity.

Retirement Plans or IRA Accounts

Donors may make lifetime gifts of retirement assets or name the Foundation as the beneficiary of their plan. Retirement plans include, but are not limited to, Individual Retirement Accounts (IRA), 401(k), 403(b), and defined contribution plans.

Life Income Gifts

The Foundation will work closely with donors to implement planned giving options that provide income to a donor or his/her designees, as well as financial benefit to the Foundation (split-interest gifts). Options include:

- **Charitable Remainder Trusts (CRT).** This trust makes payments to one or more beneficiaries for their lifetimes, or for a fixed term, or a combination of both. Assets are put into a trust, beneficiaries are paid, and when the trust term ends, the remainder in the trust passes to the Foundation for its charitable purposes. The donor names a Trustee to manage the trust and determines whether the payout will be fixed (a charitable remainder annuity trust (CRAT)) or variable (a charitable remainder unitrust (CRUT)). Trusts can be set up during the donor's lifetime or by will. The Foundation encourages donors to consult their own legal counsel and tax advisors to create a charitable remainder trust. At the donor's request, the Foundation will confer with his/her advisors to assist in establishing the trust from which it will ultimately benefit. The Foundation will not serve as Trustee of the trust.
- **Charitable Lead Trust (CLT).** This trust first makes distributions to the Foundation for a specified period, with the remainder reverting to the donor or another beneficiary at the end of the period. It may be set up during one's lifetime or in a will. The Foundation will work closely with the donor and/or his advisor to create the trust, but will not serve as Trustee.
- **Charitable Gift Annuity (CGA).** This planned gift is based on a gift of cash or securities in exchange for lifetime income, either immediate or deferred, to the donor. It is a contract between the donor and the Foundation and is backed by our total assets. The gift is in part a charitable gift and in part the purchase of an annuity.
- **Life Estate.** A donor may wish to contribute a personal residence or farm to the Foundation and retain the right to use the property until death. Upon the donor's death, the Foundation owns the entire interest in the property.

Illiquid Assets

The Foundation's general policy is to liquidate all gifts promptly. On occasion, the staff may decide that it will not liquidate certain gifts immediately. Factors considered include:

- Market conditions – a gift may be retained for a reasonable period of time if the likely sales price would be substantially less than the asset's real value. Similarly, a large block of stock might be sold over a period of time in order not to artificially depress the price.
- Use by the Foundation – the Foundation may elect to keep gifts that it will employ directly in furtherance of its exempt purposes. For example, the Foundation might keep real property that it will use as its offices.
- Desirability as an investment – on rare occasions, the Foundation may be given property that it wishes to retain as an investment. Considerations in this decision include the projected return and how the asset fits into the Foundation's investment portfolio.

If a fund's illiquid assets do not generate a sufficient return to permit grantmaking that is consistent with the assets' value, the Foundation will seek an additional gift of cash or marketable securities to allow the fund to begin making distributions.

In-Kind Donations

In-kind donations are those donations made with goods and services rather than money (cash).

By law, nonprofit organizations cannot provide a donor with the dollar value of an in-kind gift. This is the responsibility of the donor.

Because charitable donations are tax-deductible for the donor and reportable by the nonprofit organization, a donation receipt must include specific information about the donation and what the donor received in return.

Generally, the fair market value of a gift-in-kind is deductible

- An in-kind donation within a tax year will receive a written acknowledgment from the Foundation. Accordingly, CSCF will mail the donor the required receipt without the value noted.
- If the value of a gift is \$500 or more, the Internal Revenue Service requires donors to file IRS Form 8283 and comply with its regulations pertaining to non-cash charitable contributions.

- If the donation is valued at more than \$5,000, the donor must obtain a qualified appraisal (at the donor's expense) and submit an appraisal summary with the return claiming the deduction. A copy of the appraisal must also be given to CSCF.

The summary above is based on Internal Revenue Service publications and provides basic guidelines regarding tax deductions for gifts-in-kind. This summary is not intended to serve as a complete account of the requirements or limitations covering tax-deductible gifts.

A company's charitable donation of its products can qualify for a charitable deduction. However, limitations exist on what and how much can be deducted. The value of staff time donated to a nonprofit organization is not deductible, although out-of-pocket expenses (gas, mileage, meals, etc.) for such volunteer work can be deducted within certain limits.

The In-Kind Donation Form is located in the Appendices (See Below).

Gifts Through Payroll Deduction

CSCF Fundholders may make gifts to their fund(s) via payroll deduction subject to the following:

- CSCF will record payroll deduction gifts no more frequently than bi-weekly. If a company is on a weekly payroll cycle, the gifts should be sent to CSCF monthly.
- Gift amounts must be at least \$5 or greater per individual per fund per payroll.
- CSCF should be mailed a check for the gift along with detail of the individual contributors.
- CSCF will only acknowledge the 26 calendar year payroll deductions on an annual basis in January of the following year.

Gifts Through Pledges

CSCF Fundholders may make gifts to fund(s) via Annual Pledges subject to the following generally accepted accounting principles:

- The entire pledge is recognized as revenue in the year that the pledge is made and is added to the fund balance at the time of the pledge. A pledge agreement is signed and receipt of the pledge is issued to the donor.

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- When the annual cash gift is received, it is applied as a reduction to the receivable balance and an acknowledgement letter is sent to the donor.
- Individual pledges shall not exceed a five-year commitment.
- Should an individual who has made a pledge miss a payment, the Foundation will send out two notices as reminders. If after the second notice has been sent and payment has not been received, the pledge will be written off.

Gift Acknowledgment

- The normal process the Foundation will utilize is to record the gift on the date received. It is our practice to provide an acknowledgement to the donor within approximately 72 hours upon receipt.
- Typically, the person or company who is acknowledged is the name that appears on the check or the cash receipt.
- Gifts of cash (cash/check) from multiple donors submitted by one person will be acknowledged as “Friends of the Fund”.

APPENDICES

Real Property Donation Checklist

Real Property Inquiry Form

In-Kind Donation Form

Cash Receipt Form

Legacy Form

Development Policy

Gift Acceptance and Acknowledgement

Real Property Donation Checklist

1. Exact legal name of donor and federal identification number.
2. Description of property (copy of deed).
3. Description of any buildings or other structures located on the land.
4. Boundary survey of property with location of all structures, easements, and encumbrances appearing on the face of the survey.
5. Information regarding existing zoning status.
6. Information on all ingress/egress for the property.
7. Description of prior use of the property.
8. Description of use of surrounding property, with specific disclosure of any storage tanks or potential environmental factors affecting the property.
9. Disclosure of any contemplated or anticipated condemnations, right-of-ways or other actions by municipalities that may affect the subject property.
10. Phase I environmental report on the property, including environmental report on any structures located on the real estate.
11. Evidence of title, such as title examination and report, title insurance commitment, or schedule describing any liens, encumbrances, or title matters affecting the property.
12. Copy of appraisal showing the fair market value of the property current within sixty days.
13. Disclosure of amount of existing real estate taxes, insurance premiums, and assessments attributable to the property.
14. Discussion with proposed donor regarding any special arrangements for donor's fund or other sources to address ongoing expenses for taxes, insurance, assessments, maintenance, grass cutting, security, utilities, and similar items.

Real Property Inquiry Form

I. General Information

Owner(s) _____ Phone _____

Address _____

Property Location _____

Land area (acres or square feet) _____

Building area (sq. ft. each floor) _____

Zoning _____

Replacement cost of building _____

Current property insurance coverage _____

Date of acquisition/form of acquisition _____

Current cost basis (includes improvements) _____

Principal balance of mortgage _____ Current fair market value _____

Assessed value for real estate taxes _____

Real estate taxes _____

Land value _____ Building value _____

Most recent appraisal (date) _____ Appraised value _____

Appraiser _____

Occupancy status after transfer of title to charity _____

Unimproved (no buildings) _____

Unoccupied (building, but not occupant _____

Occupied (building with occupants) _____

Please indicate by checking “yes” your awareness of any condition or problem which may affect the title or marketability of the property. Use Section VII to provide additional information.

| II. Title/Zoning | Yes | No |
|--|------------|-----------|
| A. Title | _____ | _____ |
| B. Zoning variances, violations or special permits | _____ | _____ |
| C. Zoning violations | _____ | _____ |
| D. Restrictions or easements | _____ | _____ |
| E. Survey available | _____ | _____ |
| | | |
| III. Condition of Building | Yes | No |
| A. Foundations/slab | _____ | _____ |
| B. Basement water/dampness/sump pump | _____ | _____ |
| C. Roof leaks | _____ | _____ |
| D. General structural | _____ | _____ |
| E. UFFI (formaldehyde insulation) | _____ | _____ |
| F. Asbestos | _____ | _____ |
| G. Lead paints | _____ | _____ |
| H. Termites/ants/pests | _____ | _____ |
| I. Swimming pool | _____ | _____ |
| J. Radon | _____ | _____ |
| K. Building systems | _____ | _____ |
| 1. Plumbing | _____ | _____ |

- 2. Electrical _____
- 3. Heating _____
- 4. Air conditioning _____
- 5. Hot water _____
- 6. Water supply _____
- 7. Sewage; type _____
- 8. Other fixtures _____

IV. Rental/Condominium/Cooperative

- A. Building systems _____
 - 1. Leases _____
 - 2. Rental arrears _____
 - 3. Last month's rent/security deposit _____
- B. Common area fees in arrears _____
- C. Building or sanitary code violations _____
- D. Operating/capital budget _____

V. Environmental

Yes No

- A. History of property
 - 1. Property has prior or current use for industrial, commercial, agricultural, manufacturing, waste disposal or any other non-residential purposes _____
- B. Condition of property
 - 1. Stressed or denuded vegetation or unusual barren areas _____

- 2. Discoloration, oil sheens, or foul/unusual odors in water _____
 - 3. Storage drums _____
 - 4. Above or underground storage tanks; vent or filler pipes _____
 - 5. Evidence of oil or other chemicals in soil _____
 - 6. Evidence of PCBs _____
 - 7. Evidence of toxic air emissions _____
 - C. Adjacent properties
 - 1. Properties adjacent or close to subject have conditions requiring “yes” answer to any questions in (A) and (B) above _____
 - D. Flood plain/wetlands/drainage _____
 - E. Endangered plants or wildlife _____
- Are you aware of any other information concerning any part of the land or buildings which might affect the decision of a buyer or affect value of property or affect use by buyer? _____

VI. Property Expense Budget

To hold this property as a Foundation asset, the following income and expenses are anticipated:

- A. Income **Annual**
 - 1. Rent _____
 - 2. Other _____
- B. Expenses _____

1. Real estate taxes:

First payment due _____ (date) _____

Second payment due _____ (date) _____

2. Utilities:

Gas _____

Oil _____

Electric _____

Water/sewer _____

Other _____

3. Services:

Caretaker/property manager _____

Landscaping _____

Heating/cooling service contract _____

Snow removal _____

Pool services _____

Common area charge (condominium) _____

Security _____

Other _____

4. Maintenance/Repairs _____

5. Insurance _____

Total Expenses

Net Income (Loss)

VII. Additional Information on Sections II through VII

VIII. Acknowledgments

Owner(s) hereby acknowledge that the information set forth above is true and accurate to the best of my (our) knowledge

Date _____

Owner

Date _____

Owner



725 West Front Street Berwick, PA 18603
Telephone: (570) 752-3930 or Fax: (570) 752-7435
IRS 501(c)3 EIN 23-2982141

IN-KIND DONATION FORM

Fund Name: _____ Date: _____

Event Name:

Description of item/services (include quantities):

Donor’s Estimated Fair Market (FMV) value: \$ _____
(The Estimated Fair Market Value must be completed by the donor. CSCF cannot place a FMV amount or interpret the value of any non-financial donations).

Total of Attached Copies of Receipts: \$ _____

Fair Market Value of any goods or services given to donor in return: \$ _____

Individual or company name: _____

Name of person to be thanked: _____

Name to appear in our annual report: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Donor Signature: _____ Date: _____

Date received: _____ CSCF representative: _____

For gifts of \$500 or more, the Internal Revenue Service requires donors to file IRS Form 8283 and comply with its regulations pertaining to non-cash charitable contributions.



CASH RECEIPT

Date: _____

From: _____

Purpose: _____

Amount: \$ _____

Signatures:

CSCF Employee

Cash Received From

Cash Forwarded to and verified by:

CFO

If CFO is unavailable, forward cash to CEO with original Cash Receipt. Provide copy to CFO Office

725 West Front Street, Berwick, PA 18603
www.csgiving.org * 570-752-3930



Confirmed in Compliance with National Standards for U.S. Community Foundations

Joining The Legacy Society

Our Legacy Society honors those who have included a planned gift to any current fund of the Foundation or will use a planned gift to establish a fund with the **Central Susquehanna Community Foundation** or our affiliates: *Berwick Health and Wellness Fund, Danville Area Community Foundation, Selinsgrove Area Community Foundation; or Sunbury Area Community Foundation.*

2 Easy Steps to Join the Legacy Society:

1. Arrange through your estate to leave a gift. Common ways to do this are:
 - Bequest through your will or trust
 - IRS/401K designation
 - Life Insurance policy beneficiary designation
 - Charitable Trusts (life income arrangements)
 - Charitable Remainder Trust
 - Charitable Lead Trust
 - Charitable Gift Annuity
 - Estate Note/Deferred Pledge Agreement (available from CSCF office)

Note: We recommend that you discuss these options with your family and with your attorney, accountant, insurance agent or financial planner as may be appropriate. You may also contact the Foundation office to discuss the various ways to leave your legacy through the Community Foundation.

2. Inform the Central Susquehanna Community Foundation that you have made the necessary arrangements by returning the form below. This will give us permission to include your name in future listings of the Legacy Society members.

CENTRAL SUSQUEHANNA COMMUNITY FOUNDATION

The Legacy Society—Please select one of the following:

- Central Susquehanna Community Foundation
- Danville Area Community Foundation
- Selinsgrove Area Community Foundation
- Sunbury Area Community Foundation

I/We wish to be included in the above selected Legacy Society and have made a provision in my/our estate plans for the benefit of the following:

- Fund Name:
- Unrestricted: Our planned gift is unrestricted and can be used by the above Foundation to meet the current needs of the community.

I/We also agree to be included in published listings of Legacy Society members.

Print name(s) as they should appear for recognition purposes:

Signature(s) Date

The official registration and financial information of the Central Susquehanna Community Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

Development Policy