
GIFT ACCEPTANCE AND REFUND POLICY

Change Log:

Version:	Date:	Author:	Comment:	Date approved:
2	23 Sep 2016	Chris Rimmer	Edits and updates	
3	4 Oct 2016	Chris Rimmer	Board Review	4 Oct 2016
4	19 Oct 2018	James Ayers	Added Section 8	

1. Introduction

Acts 29 Network ("Acts 29 "), a Section 501(c)(3) tax exempt entity organized under the laws of the state of Washington, encourages the solicitation and acceptance of gifts to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to Acts 29 and any of its subordinates or affiliated organizations and are to assure that gifts are encouraged and accepted in a manner consistent with Acts 29's stated mission, values, governing documents, applicable laws and tax exempt status.

2. Acceptable Gifts Guidelines

Acts 29 will accept only gifts that are consistent with its mission and Christian values. Acceptance of gifts must be in compliance with the federal and state statutes and regulations including the Internal Revenue Code and Acts 29's tax-exempt status.

Acts 29 will respectfully decline the offer of a gift that:

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- is inconsistent with applicable federal, state or local statute or ordinance; contains a condition that requires any action or inaction on the part of Acts 29 that is not in its best interest;
 - requires Acts 29 to employ a specified person now or at a future date;
 - contains unreasonable conditions (i.e. a lien or other encumbrance);
 - constitutes a "nonstandard contribution" of an item that is not reasonably expected to be used to satisfy or further Acts 29's exempt purpose and/or mission, for which there is no ready market for liquidation of the contribution and/or the value of the item is highly speculative or difficult to ascertain; or is otherwise deemed not to be in the best interest of Acts 29 (e.g. exposes Acts 29 to unacceptable risk, litigation, liability, etc).

Generally, gifts should be accompanied by documentation that details the purpose, impact and/or terms of the gift. In accepting a gift, Acts29 also accepts the responsibility to the donor to steward the gift, meaning

- administering the gift in accordance with the donor's wishes;
- providing the donor with appropriate financial information about the gift's investment and expenditure; and
- reporting the actual use of the gift to the donor, unless otherwise requested by the donor.

Gifts received by Acts 29 must not inhibit it from seeking gifts from other donors. No gift can be accepted which limits, beyond a general definition of the designated area.

3. Gift Acceptance Committee

The Gift Acceptance Committee ("Committee") is charged with the responsibility of reviewing, properly screening and accepting appropriate gifts. The Committee will convene on an "as needed" basis. The Committee receives its authority from the Acts 29 Board of Directors. All final decisions on the acceptance or refusal of a gift shall be made by the Committee; subject to the requirement that any gift over \$25,000 for which there is not unanimous assent of the Committee shall be presented to the Board of Directors for approval. Otherwise, day to day decisions regarding gifts shall be made by the Operations Director conferring with the Acts 29 Executive Director as appropriate.

The Committee shall consist of:

- The CEO of Acts 29;

- The Board Treasurer of Acts 29; and
- The Operations Director of Acts 29.

4. Informed Decision and Confidentiality

As appropriate, Acts 29 and the Committee shall seek the advice of legal, financial and/or tax counsel in matters relating to acceptance of gifts. Donors and prospective donors should be encouraged to seek the assistance of legal and financial advisors in matters relating to their gifts as well as any resulting tax and estate planning consequences. Generally, it is the responsibility of the donor to secure an appraisal (where required) for a gift made to Acts 29. Upon the request of the donor or prospective donor as well as when circumstances require, all private information obtained from or about donor, prospective donor and/or gift shall be held in confidence by Acts 29 and disclosed solely for purposes consistent with considering and/or accepting the gift.

5. Types of Gifts

The following describes the more common types of gifts, but this listing is not all encompassing. Other gifts are welcomed and will be considered as they are brought to the attention of Acts 29.

Cash

Cash is acceptable in negotiable form. The postmark date is the gift date for gifts of cash mailed to Acts 29. Checks should be made payable to "Acts 29 Network". Unless otherwise required, cash gifts are not subject to approval of the Committee.

Other Gifts

Acts 29 also accepts Bequests, Tangible Personal Property, Publicly Traded Securities, Closely Held Securities, Real Estate, Oil Gas and Mineral Interests, Bargain Sales, Life Insurance, Charitable Gift Annuities, Charitable Remainder Trusts, Charitable Lead Trusts, Retirement Plan Beneficiary Designations, Life Insurance Beneficiary Designations and Other Property and Interests, subject to various terms and conditions. If you are considering donating any of these types of gift, please contact info@acts29.com for further information.

6. Gift Administration Fee

All gifts to Acts 29, except as noted below, are required to provide an amount equivalent to ten percent (10%) of the gift for the purpose of partially defraying

development and accounting related program costs. This fee is effective from the date of this policy and shall be assessed quarterly for all gifts received during the preceding quarter. This amount will be assessed at the receipt of the cash value of the gift or pledge payment and deposited to the credit of the Annual Fund (General Unrestricted Fund). Fees on endowments will be assessed annually based on the earnings.

7. Gifts Not Subject to This Policy

- All gifts or pledge payments made prior to the date of this policy
- Non-convertible gifts-in-kind
- Non-convertible non-liquid gifts
- Government grants; Foundation grants that do not allow for indirect costs

8. Refund Policy

Purpose

The purpose of this section is to define Acts 29 refund policy for all contributions. Acts 29 is not legally required to refund any donor contributions. A charitable contribution is a gift, an irrevocable transfer of a donor's entire interest in the donated cash or property. Contributions must be irrevocable to qualify for a charitable deduction.

General Guidelines

- Acts 29 is not required to return an undesignated or unrestricted gift. As such, requests for refunds relating to unrestricted gifts will be denied under most circumstances.
 - Exception A: Refund requests for duplicative or erroneous processing may be allowed.
 - Exception B: Refund requests of significant gifts (greater than \$10,000) will be reviewed thoroughly and must be approved by Acts 29's Head of Finance.

In some instances a refund of a designated or restricted gift may be allowed if the purpose for which the gift was given will not come to fruition. Acts 29 will contact the giver and ask for the restriction to be removed or if the giver would like his or her contribution returned. For example, donations for a training program may be refunded if a program gets cancelled and the donor requests a refund.

9. Disclosure of Policy to Donors

Disclosure of this policy to donors may be made in a variety of ways through publications and materials of the development program and generally will appear on gift receipts as follows:

Acts 29 applies a one-time administrative fee to all non-standard gifts and pledge payments to provide essential support necessary to Acts 29's overall operation. The fee is currently 10% for all gifts and pledge payments.

10. Miscellaneous Provisions

Acts 29 may produce materials that educate and inform prospective donors and their advisors about the various forms of giving. Acts 29 pays no fees or commissions of any kind to any party as consideration for directing a gift to the Organization. While the donor retains the responsibility and discretion to select any service providers, Acts 29 may recommend third party entities to donors for assistance in disposition of gifts.