

**POLICIES FOR THE RECEIPT AND ADMINISTRATION
OF GIFT FUNDS**

FUMC ENDOWMENT TRUST FUND

1. A clear understanding of the donor's intent, documented by a legal document or preliminary trust form upon receipt of the gift.
2. Gifts to the Endowment Trust Fund must be given irrevocably.
3. A document of receipt shall be provided to the donor of any gift outlining the nature of the gift, intent, payment schedules and any restrictions designated by the donor.
4. The Endowment Fund Trustees will identify an investment strategy of growth, income or growth and income to meet the objectives of each designated gift.
5. Unless directed by the donor, the Endowment Fund Trustees will then direct the investment of the funds into the appropriate type investment.
6. Gifts of marketable securities may be held by an outside agency to provide safekeeping and other services related to receipt and delivery of securities. (See procedures for giving securities.)
7. Appraisals shall be required for any gift of real property, personal tangible property, or property for which there is no easily ascertainable value.
8. At a minimum, annual reports showing all activities and current status of the funds shall be reviewed by the Endowment Fund Trustees and reported to the congregation.