<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>30</td>
</tr>
<tr>
<td>Quid Pro Quo/Premiums</td>
<td>30</td>
</tr>
<tr>
<td>Real Estate</td>
<td>30</td>
</tr>
<tr>
<td>Gifts in Kind</td>
<td>31</td>
</tr>
<tr>
<td>Planned/Deferred Gifts</td>
<td>31</td>
</tr>
<tr>
<td>Private Grants</td>
<td>31</td>
</tr>
<tr>
<td>Honorariums</td>
<td>31</td>
</tr>
<tr>
<td>Research Gifts</td>
<td>32</td>
</tr>
<tr>
<td>Pledges/Pledge Payments</td>
<td>32</td>
</tr>
<tr>
<td>Gift Entry</td>
<td>32</td>
</tr>
<tr>
<td>Acknowledgement</td>
<td>33</td>
</tr>
<tr>
<td>Returned Bank Items</td>
<td>33</td>
</tr>
<tr>
<td>Forms</td>
<td>34</td>
</tr>
<tr>
<td>Gift Acceptance Form</td>
<td>34</td>
</tr>
<tr>
<td>Deed of Gift</td>
<td>36</td>
</tr>
</tbody>
</table>
General Information
Introduction
Text
Definitions- Gift, Grant

Gift- An irrevocable, charitable contribution to the University, including the UCR Foundation, which is intended as a donation, bestowed voluntarily and without expectation of tangible compensation, and for which no contractual requirements are imposed.

Grant- A direct assistance award, usually based on a competitive process and for the purpose of obtaining support to accomplish a purpose authorized by governmental statute or by-laws/policy of a corporation or private granting entity. The specifics/consideration of a project are usually defined by the applicant and approved by the grantor with a resultant award containing more flexible terms and conditions than would be characteristic of a contract agreement with respect to the expenditure of funds.

Contributions that are not gifts and not tax-deductible per IRS regulations:

- Contributions to or for the benefit of specific individuals
- The part of a contribution from which you receive or expect to receive a benefit
- The value of time or services
- Appraisal fees
- Partial interests in property
Authority to Solicit and Accept Gifts

The authority granted to the President of the University to solicit and accept gifts by the Standing Orders of The Regents is delegated to the Chancellor for gifts benefiting the Riverside Campus up to and including a value of $5 million. The Chancellor has further delegated the authority to solicit and accept gifts that do not exceed a value of $1 million to the Vice-Chancellor for University Advancement, Vice-Chancellor for Research, and the Assistant Vice-Chancellor for Development.

Regental authorization is required for solicitation or acceptance of any gift that involves:

- Exceptions to approved University programs or policies.
- Obligations on the part of the University to expenditures or costs for which there is no established fund source.
- Construction of facilities not previously approved.
The Regents

Purpose and Function
The Regents of the University of California is the name of a Corporation established under the laws of the State of California and charged under the Constitution of the State with administering the University as a public trust. The governing body is known as the Board of Regents.

The California State Constitution provides that the University of California shall constitute a public trust, and as such The Regents of the University of California are empowered: “To take and hold, either by purchase or by donation or gift, testamentary or otherwise, or in any other manner, without restriction, all real and personal property for the benefit of the University or incidentally [sic] to its conduct.”

Gifts to The Regents are to be documented, and reported in accordance with established University policies and procedures. Gifts to the Regents are transmitted to Gift Administration on the campus Gift Acceptance Form. Formal acceptance of all gifts for the benefit of the Riverside campus can only be done by the Chancellor or his designee.

Tax-Exempt Status
The Regents is a tax-exempt Corporation under section 501(c)(3) of the Internal Revenue code. As an agency of the State, The Regents is exempt from State taxation. Gifts to The Regents are deductible for Federal and State tax purposes.

The Tax I.D. number for The Regents is 95-600-6143(W) established 9/14/1939.
The UCR Foundation

Purpose and Function

(* Gave to Rich 4/23/01 with sample from UCLA)

Tax-Exempt Status

The UCR Foundation is a tax-exempt Corporation under section 501 (c)(3) of the Internal Revenue code. Gifts to the UCR Foundation are deductible for Federal and State tax purposes.

The Tax I.D. number for the UCR Foundation is 23-743-3570 established March 1975.
Guidelines on Directing Gifts to the Regents or the Foundation

Consideration should be given to administrative and donor relations advantages when directing gifts to the Regents or the Foundation. While many gifts can be easily be processed by either entity, some gifts may only be processed by one. Below are some guidelines for directing gifts to the Regents or the Foundation. This guideline is not rigid and in special cases exceptions may be granted. Contact the Development office for further assistance.

<table>
<thead>
<tr>
<th>The Regents</th>
<th>The Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Major Gifts</td>
<td>• Major Gifts</td>
</tr>
<tr>
<td>• Endowments</td>
<td>• Endowments</td>
</tr>
<tr>
<td>• Deferred Gifts</td>
<td>• Deferred Gifts</td>
</tr>
<tr>
<td>• Real Estate (not for immediate sale)</td>
<td>• Real Estate (for immediate sale)</td>
</tr>
<tr>
<td>• Research Gifts</td>
<td>• High volume gifts</td>
</tr>
<tr>
<td>• Gifts-in-Kind</td>
<td></td>
</tr>
<tr>
<td>• Grants</td>
<td></td>
</tr>
</tbody>
</table>
Gift Fee Policy

UNIVERSITY OF CALIFORNIA, RIVERSIDE
POLICY ON GIFT SERVICE FEE
APRIL 1, 1996

1. All gifts directed to the Riverside campus will be recorded in their entirety.

2. All cash gifts, regardless of the amount, including gifts for the purpose of establishing endowments or property gifts converted to cash, will be charged a onetime Gift Service Fee of 5% based upon the principal value of the gift. The principal value of the gift is defined as the amount of the new gift fund as recorded in its entirety, the amount of incremental additions made to existing gift funds, or actual cash realized upon conversion of property. The Gift Service Fee represents a partial recovery of the cost involved in securing and handling the gift, including fiduciary and reporting requirements.

3. All proceeds from the Gift Service Fee will become a Chancellorial resource, to be utilized to cover costs associated with the securing and handling of gifts.

4. The 5% Gift Service Fee will be collected in one of the following ways:

   a) 5% Collected from the initial interest/income earned by the gift. Non-endowment gifts will initially be sequestered and held either in the Foundation for the gifts made to the UCR Foundation or in the Campus Accounting Office for the gifts made to the UC Regents for the Riverside campus. During this period of sequestration, all interest income earned by the gift will be directed to the Chancellor to pay the fee assessment. After the 5% Service Fee has been satisfied, the gift will be released to the recipient.

      For endowment gifts, the first 5% of income earned will be directed to the Chancellor to cover the 5% Gift Service Fee. After the 5% Gift Service Fee has been satisfied, the income stream from the endowment will be directed to the recipient.

   b) 5% Collected directly from the gift principal, after which the gift will be released to the recipient.

   c) In the event that option a) or b) are neither preferred or possible, the recipient of the gift may provide the fee from another acceptable fund source within the unit, after which the gift will be released to the recipient.

Gift processing will proceed according to option a) unless notified by recipient to utilize option b) or c).
Administrative Fee Policy

UNIVERSITY OF CALIFORNIA, RIVERSIDE
POLICY ON ADMINISTRATIVE SERVICE FEE
APRIL 1, 1996

1. Administrative Service Fee will be charged against all existing endowments, and gift fund balances of $1,000 or greater at an annual rate of 1.5%.

2. The 1.5% Administrative Service Fee will be collected from the interest/income earnings of the fund balance.

3. For Endowments and Gifts held by the UCR Foundation, the annual 1.5% charge will be calculated and collected on a monthly basis as follows:
   
   a) For Gift funds, the Administrative Service Fee will be assessed based upon the average fund balance for the month, which will include unspent fund balance, posted interest earnings from prior periods, and new contributions to the fund after it has satisfied the 5% Gift Service Fee requirement.

   b) For Endowment funds, the Administrative Service Fee will be assessed based upon the book value of the fund (after it has satisfied the 5% Gift Service Fee requirement on endowments).

4. For Endowments and Gifts held by the UC Regents for the Riverside campus, the annual 1.5% charge will be assessed as follows:

   a) For Gift funds, the Administrative Service Fee will be calculated and collected quarterly based upon the average month-end fund balances, which will include unspent fund balance, posted interest earnings from prior periods, and new contributions to the fund after it has satisfied the 5% Gift Service Fee requirement.

   b) For Endowment funds, the Administrative Service Fee will be calculated and collected once a year based upon the book value of the Endowment (after it has satisfied the 5% Gift Service Fee requirement on endowments).
Types of Contributions

Outright Gifts
An outright gift is one in which the donor transfers the asset to the University.

Pledges
A pledge is a promise to make a gift at some point in the future. There must be some document, either from the donor to the University or from the University to the donor, outlining the pledge agreement. (Annual Fund telethon pledges are exempt from this requirement). The agreement should include the date of the pledge, payment schedule—preferably not to exceed 5 years, and the donor’s signature.

Deferred Gifts
A donation of assets to the University with which a trust is established to pay income to named beneficiaries for their lifetimes, after which the assets are available to the University for the purposes specified by the donor.

Planned Gifts
A planned gift is any gift of any kind for any amount, given for any purpose—operations, capital expansion, or endowment—whether given currently or deferred if the assistance of a professional staff person, qualified volunteer or the donor's advisors is necessary to complete the gift. In addition, it includes any gift which is carefully considered by a donor in light of estate and financial plans.
Types of Funds

Current Restricted
Current Restricted funds are comprised of resources restricted by donors for use by particular entities or programs or for specified purposes.

Endowments
Endowment Funds represent funds that are subject to restrictions of gift instruments requiring that the principal be invested in perpetuity and that only income be utilized.

Funds Functioning as Endowments
(will get from Liz/Rich)

Trust Funds
Trust Funds represent funds that are subject to agreements whereby assets are made available on the condition that stipulated amounts or the income earned on such assets be paid periodically to designated individuals or beneficiaries. Payments of such amounts terminate in accordance with the conditions specified in the trust instrument, at which time the balance of the fund is contributed to the fund group designated by the grantor or, in the absence of designation, to the restricted current funds.
Methods of Giving and Valuation

Cash Payments
All outright gifts of cash and cash equivalents will be credited at the face value as of the date of receipt by the University.

Credit Cards
The UCR Foundation accepts Visa, MasterCard and Discover. The following information is required to process credit card gifts: Name as it appears on the credit card, the credit card number, expiration date, and the amount to be charged.

The Regents do not accept credit cards for gift payments.

Payroll Deduction
University Faculty and Staff have an opportunity to make a gift to the UCR Foundation through payroll deduction. The donor can choose to have a specific amount deducted from their paycheck every month until cancelled in writing or have a specific amount deducted each month until they reach a ‘goal amount’ (declining balance). If the donor chooses the declining balance option a pledge will be generated.

The Regents do not accept payroll deduction for gift payments.

Foreign Currency
Funds drawn on foreign accounts in foreign ‘dollars’ are acceptable as gifts. However, they are discouraged because of the substantial fees charged by the bank for such gifts and the excessive staff time usually required to process them. The donor will receive credit in U.S. dollars for the amount the gift is valued at, based on current exchange rate as of the day of receipt.

Quid pro Quo Contributions
The IRS defines a quid pro quo gift as “a payment made partly as a contribution and partly in consideration for goods or services provided to the payor by the donee organization.” The value of the benefits, or ‘premiums’ the donor receives is a key factor in determining the amount of the actual gift. That value must be based on the fair market value of the benefit and not the cost to the University. Fair market value is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller. Items that have an insubstantial value need not be deducted from the donor’s contribution. The IRS has ‘safe harbor’ rules to determine insubstantial benefits. The following figures are for the year 2006 and are adjusted for inflation each year by the IRS. Please call the gift processing office for current figures.

- The fair market value of the benefit does not exceed 2% of the amount given or $86, whichever is less.
- Token items - The donor contributes $43.00 or more and the value of the premiums is $8.60 or less. The ‘token’ must bear the University’s name or logo.
- Memberships - benefits are offered to members in exchange for a payment of $75 or less and consists of either rights or privileges that can be exercised frequently during the membership period such as free admissions or parking privileges.

Wire Transfers
A donor may initiate a wire transfer to make a gift. This is common for large amounts of money and particularly at the end of the calendar and fiscal years. Wire transfers will be counted at the face value on the day of the transfer.

Securities

Marketable Securities
Marketable securities will be counted at the average of the high and low quoted selling prices (or the average of the bid/ask in the case of certain securities) on the date the donor relinquished dominion and control of the assets to the University. If the security was not traded on that date, the date of the most recent sale will be used.

Closely Held Stock
Closely held stock exceeding $10,000 in value will be counted at the fair market value placed on them by a qualified independent appraiser. Gifts of this type valued at $10,000 or less will be valued at the per-share cash purchase price of the most recent transaction. Normally, this transaction is the redemption of the stock by the corporation. If no redemption is made during the reporting period, the value may be determined by a qualified independent appraiser.

Non Cash Gifts
Gifts of real and personal property that qualify as a charitable deduction for a donor should be counted at full fair market value regardless of the value the donor may be able to take as a charitable deduction. IRS requirements for gift substantiation note that the donor has the responsibility for valuing property for tax deduction purposes. Gifts with fair market values of more than $5,000 should be counted at the values placed on them by qualified independent appraisers, as required by the IRS for valuing noncash charitable contributions. Gifts of $5,000 and less may be reported at the value declared by the donor or determined by a qualified expert on the faculty or staff of the University.
In order for the University to accept a non-cash contribution as a gift it must be either related to the mission of the University or be easily converted to cash which can then be used to further the mission of the University.

Real Estate
The fair market value, as determined by an independent appraiser, will determine the value placed on gifts of real estate.

Materials or Long-Lived Assets
Materials or long-lived assets, often referred to as gifts-in-kind, might include such items as equipment, books, and food or other items used for hosting special events. The fair market value will be used to record these gifts.

New Equipment and Software
New equipment and software will be reported at the educational or volume discount value or the value the University would have paid had it purchased the item outright from the vendor. A letter on the donor’s letterhead and other standard documentation such as a catalogue or published price list giving the value and description of the equipment or product should accompany the gift acceptance form.

Copyrights, Patents, Ownership of Gas or Oil Wells
Acceptance of these types of gifts will be determined on a case-by-case basis. Such gifts will be recorded at the readily determinable fair market value. If the fair market value is not known and cannot be readily determined, the asset will be reported in the year the value becomes known.

Sponsorship Policy for Events

SPONSORSHIP POLICY FOR EVENTS

From time to time, the University of California, Riverside’s alumni and friends offer to sponsor special events in support of the campus. The following offers guidelines on University event sponsorship

Events Inside or Outside Your Home

Reimbursement
If you sponsor an officially authorized event for UCR in your home, a restaurant or other facility that the University has pre-approved we will reimburse you for all appropriate expenses for which
you hold receipts. These may include receipts for catering, party rentals, valet service, and grocery store expenses if you prepare food at home.

For reimbursement, please submit event details (date, location, purpose, attendees) and all original receipts with a description of the event and total amount spent to: Director, University Advancement Finance and Administration, 252 Highlander Hall, Building A, Riverside, CA 92521. You should receive a reimbursement check within 30 days.

Gifts in Kind
If you would like to donate these sponsorship expenses to UCR, the campus will consider this a Gift in Kind for those expenses you can provide receipts. In most instances a Gift in Kind of this type may be taken as a charitable tax deduction.

If you would like to donate sponsorship expenses to UCR, please submit original copies of all receipts with a description of the event and total amount spent to: Director, University Advancement Finance and Administration, 252 Highlander Hall, Building A, Riverside, CA 92521. You will receive a letter of confirmation from the University, which will document your Gift in Kind for the Internal Revenue Service.

Deferred Gifts

Remainder Interest in a Residence or Farm
A gift of a remainder interest in a personal residence or farm will be credited as deferred gifts at both the remainder (present) value and the face (fair market) value.

Charitable Remainder Trusts and Pooled Income Funds
Gifts made to establish charitable remainder trusts, whether or not administered by the University, where the remainder is not subject to change or revocation, and gifts made to pooled income funds, will be credited as deferred gifts at both the discounted present value of the remainder interest and at face (fair market) value.

Charitable Gift Annuities
Gift annuities will be reported as deferred gifts and will be reported at both the face (fair market) value and the amount allowable as a deduction by the IRS, which is the face value minus the present value.

Charitable Lead Trusts
The income received from a charitable lead trust during the period of operation of the trust will be reported as an outright gift in the year received.
CASE Campaign Standards
Fund-raising campaigns for educational institutions, often referred to as capital campaigns, are a means by which institutions intensify for a finite period their continuing efforts to raise money. The University follows the CASE (Council for the Advancement and Support of Education) Campaign Reporting Standards outlined below. These standards are designed to give Universities an objective means to compare one campaign to another and to provide a rational way to discern how well any given campaign has met the goals that spurred the institution to conduct the campaign in the first place.

Time Periods
Campaign Period: The campaign period is the total time encompassed by the active solicitation period for the campaign, including the advance-gifts phase. CASE recommends that no campaign period exceed seven years in duration.

Pledge-payment Period: The period in which donors may fulfill their pledges should not exceed five years.

Fundamental Principals of Campaign Counting
The following basic principles for counting campaign gifts apply to all institutions and all types of campaigns.

1. Only those gifts and pledges actually received or committed during the specific period of time identified for the campaign should be counted in campaign totals.
2. The advance-gifts phase of a campaign is always a part of the designated campaign period, and commitments reported for this phase must actually have been received or pledged during this specified period within the campaign time frame.
3. Gifts and pledges may be counted to only one campaign.
4. The value of any cancelled or unfulfilled pledges must be subtracted from campaign totals when it is determined they will not be realized.

What to Report
It is never appropriate to report only one number when announcing campaign results. At a minimum, the following results should be reported:
1. The total of outright gifts and pledges received, reported at face value, and payable within the campaign period and post-campaign accounting period.
2. The total of deferred (future) commitments, reported at face value, which will be received at an undetermined time in the future.
3. The total of deferred (future) commitments, discounted to present value, which will be received at an undetermined time in the future.
4. The grand total of 1 and 2 above; and
5. The grand total of 1 and 3 above.
When to Report Gifts

Outright gifts should be reported only when assets are transferred irrevocably to the institution or an institutionally related foundation. Deferred gifts should be reported only when assets are transferred or, in cases where no assets are transferred, when the donor consummates a legally binding deferred pledge agreement or other irrevocable document with the institution.

Pledges

Oral Pledges: Oral pledges should not be reported in campaign totals. On the rare occasion when special circumstances may warrant making an exception, the advancement officer should write to the individual making an oral pledge to document the commitment, place a copy of the written commitment in the donor’s file, and gain specific written approval from a gift acceptance committee made up of institutional and volunteer representatives.

Pledges of Cash: Pledges of cash should be written and should commit to a specific dollar amount that will be paid according to a fixed time schedule. The pledge payment period, regardless of when the pledge is made, should not exceed five years. Therefore, a pledge received even on the last day of the campaign is counted in campaign totals and may be paid over a five-year period.

Exclusions

The following types of funds should be excluded from campaign report totals, even if received under circumstances indicating that the payor regarded them as a contribution:

- advertising revenue
- alumni membership fees/dues
- contract revenues, including sponsored research funds
- contributed services
- contributions from cities or regional governments, even though those entities may be incorporated
- discounts on purchases
- earned income, including transfer payments from medical or analogous practice plans
- gifts or pledges, outright and deferred, that already have been counted in previous campaigns, even if realized during the campaign report period
- governmental funds, whether local, state (including state matching grants), federal, or foreign
- investment earnings on gifts, even if accrued during the campaign reporting period and even if required within the terms specified by the donor (the only exception being interest accumulations counted in guaranteed investment instruments that mature within the time frame of the campaign, such as zero coupon bonds)
• sale of merchandise
• surplus income transfers from ticket-based operations, except for any amount equal to that permitted as a charitable deduction by the IRS
• tuition payments

Standards for Reporting Certain Types of Gifts and Pledges

Cash
Report the amount of cash gifts as of the date they are received by the institution. For gifts denominated in foreign currencies, compute the value based on the exchange rate in effect on that date.

 Marketable Securities
Count marketable securities at the average of the high and low quoted selling prices (or the average of the bid/ask in the case of certain securities) on the date the donor relinquished dominion and control of the assets in favor of the institution or trust. If the security was not traded on that date, use the date of the most recent sale. Neither losses nor gains realized by the institution’s sale of the securities after their receipt, nor brokerage fees or other expenses associated with this transaction, should affect the value reported.

Closely Held Stock
Gifts of closely held stock exceeding $10,000 in value should be reported at the fair market value placed on them by a qualified independent appraiser as required by the IRS for valuing gifts of stocks that are not publicly traded.

Gifts of $10,000 or less may be valued at the per-share cash purchase price of the most recent transaction. Normally, this transaction is the redemption of the stock by the corporation. If no redemption is made during the campaign period, a gift of closely held stock may be credited to campaign totals at the value determined by a qualified independent appraiser. For a gift of $10,000 or less, when no redemption has occurred during the campaign period, an independent certified public accountant who maintains the books for a closely held corporation is deemed to be qualified to value the stock of that corporation.

Real and Personal Property and Gifts-in-kind
Gifts of real and personal property that qualify as a charitable deduction for a donor should be counted at the full fair market value regardless of the value the donor may be able to take as a charitable deduction. IRS requirements for gift substantiation note that the donor has the responsibility for valuing property for tax deduction purposes.

Caution should be exercised to ensure that only gifts that are convertible to cash or that are of actual value to the institution are included in campaign totals. Gifts with fair market values exceeding $5,000 should be counted at the values placed on them by qualified independent appraisers, as required by the IRS for valuing noncash charitable
contributions. Gift of $5,000 and under may be reported at the value declared by the donor or placed on them by a qualified expert on the faculty or staff of the institution.

Gifts-in-kind are noncash donations of materials or long-lived assets. Gifts of materials or long-lived assets that serve the purpose of the institution should be reported at their face (fair market) value. For items such as equipment and software, report the educational discount value- that is, the value the institution would have paid had it purchased the item outright from the vendor.

Report gifts of copyrights and ownership of gas or oil wells at the readily determinable face (fair market) value. Alternatively, if the fair market value is not known and cannot be readily determined, report the asset in the year the value becomes known. For gifts of royalties from gas and oil wells not owned by the institution, report the amount received each year.

Charitable Remainder Trusts and Pooled Income Funds
Gifts made to establish charitable remainder trust where the remainder is not subject to change or revocation and contributions to pooled income funds should be credited as deferred gifts (future commitments) at both the discounted present value of the remainder interest allowable as a deduction by the Internal Revenue Code and at face value.

The premise underlying the discounting to present value of gifts of a future interest is that the present value of a future interest is less than the face value of the assets at the time the gift commitment is made.

Charitable Gift Annuities
In the charitable gift annuity transaction, a person irrevocably transfers to an institution some property, such as securities, and the institution agrees in a contract to pay the donor or other beneficiaries a guaranteed annuity for life. Because the transferred property has a value larger than the value of the annuity, the transaction is in part the purchase of an annuity from the institution and in part a gift to the institution.

Because the institution will not receive the gift portion until the death of the final income beneficiary, report gift annuities as deferred gifts (future commitments). The face amount transferred should be reported as well as the amount allowable as a deduction under the Internal Revenue Code (the face value minus the present value of the annuity).

Remainder Interest in a Residence or Farm
A gift of a remainder interest in a personal residence or farm should be credited as a deferred gift (future commitment) at both the remainder value recognized as an allowable deduction by the IRS and at the face value.
Charitable Lead Trusts
Because charitable lead trusts are not deferred gifts, but are immediate gifts in trust that pay over a period of time, the calculation of face and present values is slightly different than for a charitable remainder trust. For lead trusts whose terms extend five years or less, the face value may be reported in the current gifts section of campaign total. For charitable lead trusts that extend beyond five years, the institution should report amounts beyond the first five-year value at both the remaining face value and the discounted present value.

Wholly Charitable Trusts Administered by Others
A wholly charitable trust is one that is held for the benefit of charity, where the principal is invested and the income is distributed to charitable organizations. All interests in income and principal are irrevocably dedicated to charitable purposes.

The fair market value of the assets, or a portion of the assets, should be counted in the ‘gifts and pledges’ section of campaign totals for the year in which the trust is established, provided that the institution has an irrevocable right to all or a predetermined portion of the income of the trust.

The amount to be reported in the case where less than the entire income of the trust is to be distributed to the institution is the amount of the income to be distributed to the institution over the total income (or the stated percentage to be distributed, if the trust terms spell this out as a percentage) multiplied by the value of the trust assets. The income of the trust is thereafter treated as endowment income and does not appear in the amounts reported under gifts.

Grants and Contracts
Reports should include grant income from private, non-government sources but should not include contract revenue.

Realized Testamentary Gifts
All bequests realized during the defined duration of the campaign should be counted at full value in campaign totals so long as no gift amount was counted in a previous campaign.
Procedures
Establishing New Funds

Foundation

1. Complete a Fund Information Sheet and return it to the Foundation Office. The Foundation Office will notify the requesting department of the new fund number or advise on alternatives.

Regents

1. Direct a memo or e-mail to Bobbi McCracken in the Accounting Office (bobbi.mccracken@ucr.edu). The subject line should state ‘Request for New Gift Fund’.
2. Briefly describe the purpose/use of the gift funds. What was the donor’s intent for the funds?
3. Identify whether the gifts will be given directly to the Regents or if the funds will be flowing through the UCR Foundation Office. If the gifts are directed to the Regents, what type of entity will be the primary donor (such as individuals, for-profit businesses, non-profit business related, charitable trusts, other charitable organizations, higher education/institution/association)?
4. Is the initial gift greater than $20,000.00? If so, please identify the donor and the dollar amount.
5. If the gift is flowing through the Foundation, please provide the Foundation fund number.
6. Identify the home department code (i.e. recording number prefix). The income and expense accounts will be established under this code.
7. A fund title can be suggested if desired. Please note the title may have to be modified.
8. Please provide a name and telephone number of a person that can be contacted if additional information is needed.
9. When the new gift fund and recording numbers are established, an e-mail notification will be sent to the person requesting the new gift fund.
Soliciting Donations

Guidelines
All solicitations must be coordinated with the Development Officer assigned to the College conducting the solicitation or the central Development Office. Additionally, all solicitation materials must be reviewed by University Advancement Finance and Administration prior to mailing and preferably before final printing to ensure they are in accordance with applicable laws and regulations. The following solicitation instructions will help in developing solicitation materials.

Solicitation Instructions

The following items are required for all solicitation materials.

- Fund name(s)- funds must be established prior to solicitation. If a fund is not specified, gifts will be directed to the Campus Unrestricted Fund.

- Donor name and address.

- Amount of gift or pledge.

- Notation that indicates to whom to make the check payable- Foundation or Regents and the address.

- If making a pledge is given as an option, the following items are required:
  - pledge date
  - pledge amount
  - payment/installment amount
  - schedule- monthly, quarterly, semi-annually or annually
  - date of 1st payment (all installments are due on the 1st of designated month)
  - donor signature
    Pledges should not exceed a 5-year period.

- For credit card payments, the following information is required:
  - account number
  - expiration date
  - amount
  - cardholder signature
  - name on credit card
  - an indicator to pay all installments with credit card (if applicable)
    Credit cards currently accepted by the Foundation are Visa, MasterCard, Discover, and American Express. The Regents do not accept credit cards for gift payments.
• If the donor is getting something in return for the gift (quid pro quo) a statement must be made in the solicitation indicating the amount that is considered gift and the amount considered premium, per IRS regulations. There should be a box to mark for the donor to opt out of benefits, thereby making the entire contribution tax deductible.

• A reminder to include matching gift forms with gift as applicable is optional but desirable.

• The Development Office has the option of setting up Campaign and Gift Source codes to track the success of certain solicitations. These codes should be included on solicitation materials when established.

Additionally, the following pieces of information are helpful.
- Spouse’s name
- Telephone number
- Employer
- Job Title

All solicitations must be approved by the Development Office.
Processing Foundation Gifts

Gifts to the UCR Foundation are deposited by the University Advancement-Advancement Operations office. It is important that gifts be transmitted and processed in a timely manner.

Cash and Cash Equivalents

All checks intended for deposit with the UCR Foundation should be made payable to the UCR Foundation. It is important that donors be informed of this during the solicitation process. If the payee is the fund or the department the solicitation materials or correspondence accompanying the gift should clearly indicate the intent is for deposit into a UCR Foundation fund.

Cash, checks and credit card information should be entered on a Gift Transmittal form and forwarded to the UCR Foundation along with all correspondence for processing. The Foundation gift administration office is located at 120-A Highlander Hall. For U.S. Mail send donations to:

The UCR Foundation
120-A Highlander Hall
Riverside, CA 92521

Actual cash should be hand-delivered to the Foundation. It is highly recommended that you call ahead and make arrangements to have someone in gift processing available to verify the cash amount in the presence of the person delivering the cash and issue a receipt.

Collection of foreign currency is a time-consuming and labor-intensive procedure. Departments are strongly encouraged to request donations in U.S. dollars.

If a gift is made in honor of or in memory of an individual please state the name of that individual in the comment section on the gift transmittal form.

If the donor includes a matching gift form with their donation send it with their gift and indicate a matching gift form was received in the comment section on the gift transmittal form. The entry should read: mgf- name of company. Gift Processing will complete the forms and return them to the matching gift company.

Quid Pro Quo/Premiums

If the donor received any benefit in consideration of their gift, you must indicate the fair market value of that benefit in the premium column on the gift transmittal form. The value of the benefit should be determined during the solicitation review process and clearly stated on the solicitation materials.
Securities
(requested from Liz 6/19/01)

Real Estate
(requested from Liz 6/19/01)

Gifts in Kind
The Foundation does not accept gifts-in-kind. Please direct all gifts-in-kind to the Regents.

Planned/Deferred Gifts
If a donor would like to set up a charitable trust or bequest you must contact your college Development Officer or the Office of Planned Giving for guidance.

Pledges/Pledge Payments
Forward all signed and dated pledge agreements to University Advancement Finance and Administration for entry into the database. Pledges must include the donor name, designated fund, amount of pledge, and a payment schedule that should not exceed five years.

Pledge reminders will be sent to all individuals and organizations with outstanding pledge balances, according to their payment schedule. If a pledge becomes more than four months past due, the Development Officer in that area will be notified via a report. Pledge reminders will stop and Development Officers are asked to get an amended payment schedule from the donor. Pledges with no activity and no indication that the donor intends to continue payments will be written off when they become 1 year past due.

Treat pledge payments as gifts and write pledge payment in the comment section on the gift transmittal form. This ensures that the payment will be applied to the pledge.

Gift Entry
All gifts to the UCR Foundation are entered into the Alumni & Development database. The information required is:
- Donor ID number- links to name, address, and other information
- Type of gift- cash, securities, pledge, etc.
- Date of gift
- Amount of gift
- Campaign code
- Fund number
- Solicitation code

When applicable the following information is also entered:
- Pledge payment coding
- In honor of or in memory of coding
• Matching gift code
• Associated donors
• Planned giving codes
• Premium codes and amounts
• If the donor wishes to remain anonymous
• Comments

Acknowledgement
It is important that donors receive a timely acknowledgement of gifts. While formal acceptance of gifts lies with the Chancellor and his designees, campus departments and development officers are encouraged to acknowledge donors.

The office of University Advancement Finance and Administration sends acknowledgements to all donors to the UCR Foundation, usually within 2 days of receipt of the gift.

Additionally, for gifts of $1,000 or more the information is sent to the Stewardship Office for personalized letters as outlined below.

Guidelines for Stewardship Letters

$1,000 to $1,499 Letter from the Assistant Vice Chancellor for Development.

$1,500+ Letter from the Chancellor welcoming them to Chancellor’s Associates.

Cumulative $2,500, $5,000 and $10,000 A new letter from the Chancellor congratulating them on new threshold of giving.

$50,000+ Personal phone calls from the Chancellor or Vice Chancellor of University Advancement.

Returned Bank Items
If the bank returns a check to the Foundation or a credit card is denied, the gift processing office sends a letter notifying the donor and requesting another form of payment. The fund contact person receives a copy of this letter. The transaction is adjusted in the donor database.
Gift Transmittal Form

Please contact the University Advancement- Advancement Operations Office for an electronic copy of this form.

Check Date, 'Cash', or 'CC'- Credit card  Donor Name- include title and address if not on front of check  Fund Name/Number  Total Amount Paid  Value of premiums/ benefits
Payroll Deduction Form

UC Riverside Foundation
Payroll Deduction Authorization

NAME: ___________________________________ EMPLOYEE ID#: ___________________________

DEPARTMENT: ________________________________________________________________

I want to support our campus through the UC Riverside Foundation. I understand my Payroll Deduction will remain in effect until employment termination or the pledge is paid in full or cancelled by me in writing. My monthly contribution is:

$_________ Ongoing payroll deduction.

$_________ Monthly payroll deduction until my pledge of $______________ is fulfilled.

_____ Use this undesignated gift ‘where need is greatest’

_____ I designate this gift to ______________________________ (Fund, department or program of your choice)

_____ I wish to cancel my payroll deduction to the UC Riverside Foundation.

If you currently have a payroll deduction, please check one:

_____ This form replaces current deduction  _____ This form is in addition to current deduction

I understand that authorization or cancellation of this deduction will be effective the first day of the month following receipt of the form in the UC Riverside Foundation Office (subject to Payroll Office cutoffs). I also understand that I will receive a receipt for my contribution quarterly.

SIGNATURE: ___________________________________________ DATE: ____________

Send completed form to the UC Riverside Foundation, 252-A Highlander Hall.

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>TRAN code</th>
<th>Entry Date</th>
<th>Elem No.</th>
<th>Deduction Amount</th>
<th>Elem No.</th>
<th>Goal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>X1</td>
<td></td>
<td>6071G</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>X1</td>
<td></td>
<td>6072G</td>
<td></td>
<td>6072D</td>
<td></td>
</tr>
</tbody>
</table>

_____ Foundation Accounting

_____ Payroll Office
Processing Gifts to the Regents

Gifts to the Regents are deposited by the recipient department at the main campus Cashier’s Office. It is important that gifts be deposited and processed in a timely manner.

Gift Acceptance Form
All gifts to the Regents are transmitted to the gift processing office via the Gift Acceptance Form. The form is located on the Accounting Office web page at www.accounting.ucr.edu/forms/udev100.xls and a copy is provided at the end of this section.
This form must be completed for all gifts to the Regents, whether it is cash or non-cash.

Cash and Cash Equivalents
All checks intended for deposit with the Regents should be made payable to UC Regents. It is important that donors be informed of this during the solicitation process. Department or fund names are acceptable as the payee for Regent gifts.

After copying checks and completing a Deposit Advice Form, deposit checks and cash with the main campus cashier located at 1127 Hinderaker Hall. The cashier’s office is open weekdays from 9:00 a.m. to 4:00 p.m.

Complete the Gift Acceptance Form and send it to University Advancement-Advancement Operations office along with a copy of the check, copy of the DAF receipt and all donor correspondence.

If a gift is made in honor of or in memory of an individual please write the name of that individual in the Purpose/Use section of the Gift Acceptance Form.

If the donor includes a matching gift form with their donation send it with the Gift Acceptance Form for completion by the gift processing office.

Wire Transfers-
Please contact the University Accounting Office- Extramural Funds for guidance in securing wire transfers.

Quid Pro Quo/Premiums
If the donor received any benefit in consideration of their gift, you must indicate the fair market value of that benefit in the Purpose/Use section of the Gift Acceptance Form. The value of the benefit should be determined during the solicitation review process and clearly stated on the solicitation materials.

Real Estate
Gifts of Real Estate will be accepted on a case-by-case basis. There are many factors involved in determining whether a gift of real estate is advantageous to the University. Please contact University Advancement Finance and Administration for assistance.
Gifts in Kind
The Gift Acceptance Form should be completed when the University possesses ownership of the item(s) being donated or the donor has signed a Deed of Gift transferring ownership of the property to the University. Fill in Box 6 of the Gift Acceptance Form with the estimated value of the gift. Box 8 must also be completed with a description of the item(s) being donated. Similar items being donated at the same time can be combined on one Gift Acceptance Form. Gifts in kind are exempt from the gift fee.

Planned/Deferred Gifts
If a donor would like to set up a charitable trust or bequest you must contact your college Development Officer or the Office of Planned Giving for guidance. Acceptance of these gifts require

Private Grants
A donation awarded to the University is considered a grant when one or more of the following conditions exist:

1. Provisions have been made for awards by or on behalf of the grantor.
2. The grantor is entitled to receive some kind of consideration, such as detailed technical reports.
3. Testing or evaluating proprietary products are involved.
4. The grantor has specific requirements (terms and conditions) for the research being performed.
5. The grantor specifies the period of performance and wishes to be able to terminate the agreement at his/her own discretion.
6. The grantor wishes to have unexpended funds returned at the end of the period of performance.
7. The grantor has requested patent or licensing rights.

Private grants are processed, accepted and administered by the Office of Research Affairs.

Honorariums
It is preferable for honorarium checks to be made payable to the honoree, who in turn may make a gift to the University. The honoree must claim the income, but it will be offset the subsequent donation. The honoree cannot avoid claiming income by diverting the check to the University. The IRS ‘Assignment of Income’ rule states:
‘A person may assign to an institution income that the person would have received from a third party as payment for services (e.g., payment for serving on a corporate board, honoraria for speaking engagements, etc.). In such circumstances, credit the gift to the person making the assignment.'
If the institution receives the check directly from the third-party organization, knowing that it is a payment for a person’s services to that organization, credit it as a gift from the person who performed the services, not as a gift from the third party.’

Research Gifts
If the gift is intended for research under the direction of a specific individual and it is $250 or more and the donor is an organization, you must complete a Form 730-U, Principal Investigator’s Statement of Economic Interests, as required by the State of California. The form is available from the Office of Research Affairs or their web site at www.ora.ucr.edu/ORA/Forms/economic.doc

All donations for research are subject to the research review process by the Office of Research Affairs.

Pledges/Pledge Payments
Forward all signed and dated pledge agreements to University Advancement Finance and Administration for entry into the database. Pledges must include the donor name, designated fund, amount of pledge, and a payment schedule that should not exceed five years.

Pledge reminders will be sent to all individuals and organizations with outstanding pledge balances, according to their payment schedule. If a pledge becomes more than four months past due, the Development Officer in that area will be notified via a report. Pledge reminders will stop and Development Officers are asked to get an emended payment schedule from the donor. Pledges with no activity and no indication that the donor intends to continue payments will be written off when they become 1 year past due.

Pledges do not require Gift Acceptance Forms. Treat pledge payments as gifts and check ‘Pledge Payment’ in box 7 of the Gift Acceptance Form. This ensures that the payment will be applied to the pledge.

Gift Entry
All gifts to the Regents are entered into the Alumni & Development database. The information required is:
- Donor ID number- links to name, address, and other information
- Type of gift- cash, securities, pledge, etc.
- Date of gift
- Amount of gift
- Campaign code
- Fund number
- Solicitation code

When applicable the following information is also entered:
- Pledge payment coding
• In honor of or in memory of coding
• Description of gifts-in-kind
• Matching gift code
• Associated donors
• Planned giving codes
• Premium codes and amounts
• If the donor wishes to remain anonymous
• Comments

Acknowledgement

It is important that donors receive a timely acknowledgement of gifts. While formal acceptance of gifts lies with the Chancellor and his designees, campus departments and development officers are encouraged to acknowledge donors.

The office of University Advancement Finance and Administration sends acknowledgements to all donors to the UCR Foundation, usually within 2 days of receipt of the gift.

Additionally, for gifts of $1,000 or more the information is sent to the Stewardship Office for personalized letters as outlined below.

Guidelines for Stewardship Letters

$1,000 to $1,499  Letter from the Assistant Vice Chancellor for Development.

$1,500+    Letter from the Chancellor welcoming them to Chancellor’s Associates.

Cumulative $2,500, $5,000 and $10,000  A new letter from the Chancellor congratulating them on new threshold of giving.

$50,000+    Personal phone calls from the Chancellor or Vice Chancellor of University Advancement.

Returned Bank Items

The Student Business Services office will issue a sundry debtor for all items returned by the bank. The transaction is adjusted in the donor database.
Forms

Gift Acceptance Form-
This form is at [www.accounting.ucr.edu/forms/udev100.xls](http://www.accounting.ucr.edu/forms/udev100.xls)

**GIFT/PRIVATE GRANT ACCEPTANCE FORM**
University of California, Riverside

<table>
<thead>
<tr>
<th>DONOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Donor Name (if an individual: last name, title, first name, middle initial) (if organization: full name of entity)</td>
</tr>
<tr>
<td>2. Address</td>
</tr>
<tr>
<td>Donor Requests Confidentiality (must be in writing)</td>
</tr>
<tr>
<td>3. Related Donor Information (if donor is an organization, name of contact individual at the organization)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GIFT/GRANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Amount Received/Pledged</td>
</tr>
<tr>
<td>5. Check No./Date/Receipt No.</td>
</tr>
<tr>
<td>6. Nonmonetary Gift (Estimated Value)</td>
</tr>
<tr>
<td>7. Type of Gift (check one)</td>
</tr>
<tr>
<td>Cash</td>
</tr>
<tr>
<td>8. Purpose/Use (as designated by donor) and Description of Property (if gift-in-kind)</td>
</tr>
</tbody>
</table>

| 9. Budget Category/Activity/Fund/Function |
| 10. Gift Service Fee Option (check one) |
| A. Collect from the initial interest/income earned by the gift (sequester). |
B. Collect directly from the gift principal.
C. Fee will be provided from another acceptable fund source. Please specify:

<table>
<thead>
<tr>
<th>CONTACT AND ACCEPTANCE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Department Contact Name</td>
</tr>
<tr>
<td>12. Submitted for Acceptance by</td>
</tr>
<tr>
<td>13. Acceptance by (Chancellor/President/Designee) - Gift Administration Use Only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNTING OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Number</td>
</tr>
<tr>
<td>Miscellaneous Receipt No.</td>
</tr>
</tbody>
</table>
I/We hereby give, transfer, and deliver to The Regents of the University of California the property described below, which I/we own:

The value of this property is $___________________, as determined by:

Donor_______

Qualified Appraiser_______

Written appraisals are required by the IRS to substantiate tax deductions for gifts valued at $5,000 or more.

This is an irrevocable gift, and shall be used at the Riverside campus for the following purpose:
<table>
<thead>
<tr>
<th>Donor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Donor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Departmental Approval

<table>
<thead>
<tr>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted for Acceptance by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A

Space Rental Policy for Donors

Upon final completion of the conveyance or transfer of an irrevocable gift to The Regents of the University of California, for the express benefit of the University of California, Riverside (UCR), of real or personal property, or any interest therein, including but not limited to cash, intangible property rights, reasonably valued at the time of completion of the conveyance or transfer in the amount of Four Hundred Thousand Dollars $400,000 or more, the Donor of such gift shall be granted the opportunity to lease space from UCR. The Space Rental Policy for Donors applies only to individual donors and not-for-profit corporations and foundations. For-profit corporations or businesses are excluded.

The leased space is rented on a space available basis in the facilities listed below:

**Short-term Rental - One day or less**
- Alumni & Visitors Center conference rooms, library and board room, or banquet room
- The Barn Annex
- Bannockburn Village & Plaza Meeting Room

**Long-Term Rental - One year or more**
- Bannockburn Village & Plaza offices
- On extremely rare occasions a campus office might become available for long term rental

The benefit provided herein is subject to the following requirements and restrictions:

1. Any Donor eligible for this benefit by virtue of a gift the conveyance or transfer of which is completed on or after the effective date of this Policy, must request the benefit, in writing.

2. Use of any space rented under this Policy shall be restricted to use as non-commercial office(s).

3. Space shall be assigned by the campus on an as-available, first-come, first-served basis. The campus shall not be required to modify space provided pursuant to this Policy in any way that would exceed the quality or cost of fittings, fixtures and furnishings that are otherwise provided to official units of UCR.

4. For purposes of this Policy, any bequest, deferred gift, pledge, annuity or other similar means of transfer or conveyance shall not render the Donor eligible for the benefit conferred by this Policy unless and until full transfer or conveyance has occurred, at which time the value of the gift shall be determined in then current dollars.
5. Any Donor eligible for and requesting this benefit, and for whom space is available, shall execute a lease agreement with UCR as landlord. The rent shall be that which UCR normally charges official campus units for comparable space in the particular facility. All other terms and conditions of the lease shall be substantially comparable to the non-commercial lease agreement official campus units execute for the rental of space at the particular facility.

6. For the purpose of parking, donors will have the right to purchase VIP parking permits for donors and their guests to park on campus to attend meetings at the rented facilities governed by this Space Rental Policy for Donors.

7. This Policy supplements and complements existing facilities use policies, including but not limited to those found at:


8. The benefit offered pursuant to this Policy shall be made available retroactively to all qualifying Donors who would have been eligible at any time from January 1, 1975 through the present; provided, however, that if the original donor is deceased, the benefit under this Policy, and if the original donor was a non-profit corporation or foundation that has since dissolved, then only the person or entity that was the agent of the donor at the time shall be eligible for the benefit under this Policy.