

**Title: Receiving, Tracking and Acknowledging Endowment and Legacy Gifts**

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**1.0 PURPOSE:**

To ensure that Endowment/Legacy donations are correctly identified, processed through the endowment committee, logged, acknowledged and tracked.

**2.0 RESPONSIBILITIES**

- 2.1** Congregational Administrator
- 2.2** Bookkeeper
- 2.3** Endowment Chairperson
- 2.4** Endowment Treasurer

**3.0 PROCESSING CHECKS TO ENDOWMENT**

- 3.1** Ensure that check is intended for endowment. If the check is not inscribed “for endowment” or similar, see if there is an accompanying letter or other paper work that clarifies intention. If it is known that the donor has intended the check for endowment and that intention is not clearly stated on the check, have the donor add note of intention to the check or provide accompanying documentation to clarify that intention. Checks not intended specifically for endowment should be handled accordingly. (See 2.1)
- 3.2** Place the check and documentation in the Endowment mailbox. (See 2.1)
- 3.3** Notify the endowment chairperson, bookkeeper and treasurer. (See 2.1)
- 3.4** Enter check amount in the church DB under the “endowment” account. (See 2.2)
- 3.5** Write an acknowledgement letter to the donor as required for tax purposes. (See 2.1 and Appendix I)
- 3.6** Endowment chairperson will ensure that the check and any accompanying documents are processed through the endowment treasurer and that a personal “thank you” letter is sent out on behalf of endowment. (See 2.3 and 2.4)  
(Not to be confused with the tax letter per 3.5)

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**4.0 PROCESSING OTHER DONATIONS TO ENDOWMENT**

- 4.1 Forward other notifications of donations to the endowment chairperson via the endowment mailbox. Examples include notifications regarding wills, stock transfers or future intentions. (See 2.1)
- 4.2 Endowment chairperson will work with the Endowment Committee to follow up and coordinate activities resulting in the generation of a check. (See 2.3)
- 4.3 Upon receipt of a check follow steps 3.0 above.

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**APPENDIX I**

**FORMAT FOR ACKNOWLEDGEMENT LETTER AS REQUIRED FOR TAX PURPOSES**

Date

Name and address of donor

Dear \_\_\_\_\_,

This letter acknowledges the receipt of your most generous gift to the Endowment Fund of:

\$\_\_\_\_\_.00, received on \_\_\_\_\_.

For IRS purposes, this letter confirms that no goods or services were provided to you by the Unitarian Society of New Haven in connection with your contribution or that their value was insignificant, or that they consisted entirely of intangible benefits.

I thank you for your support of the Unitarian Society of New Haven.

Sincerely,

Jamie Ross  
Congregational Administrator, Unitarian Society of New Haven

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**REVISION HISTORY**

<b>Rev</b>	<b>By</b>	<b>Date</b>	<b>Changes Made</b>
1	Fred Morrison	02/06/2018	Initial draft
2	Jamie Ross	02/07/2018	Added Appendix I
A	Management Team	04/16/2018	Approved initial release