

Gifts Acceptance Policy for DrupalNYC Incorporated

Purpose

This Gift Acceptance Policy will provide guidelines to representatives of DrupalNYC Incorporated who may be involved in the acceptance of gifts, to outside advisors who may assist in the gift-planning process, and to prospective donors who may wish to make gifts to DrupalNYC Incorporated. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis. The gift review process outlined here, however, is intended to be followed closely.

Gift Review Committee

Any questions which may arise in the review and acceptance of gifts to DrupalNYC Incorporated will be referred to the Gift Review Committee, which, unless otherwise designated by the Board of Directors, will be comprised of the full Board of Directors.

Status as a Public Charity

Any gift accepted from an individual, trust, or corporation must not adversely impact the status of DrupalNYC Incorporated as a *Public Charity* as defined by the Internal Revenue Service. Any such gifts that would be more than 2% of the total gifts received in a given year must be approved by the Gift Review Committee. A gift received as part of gross receipts from the charitable activities of Drupal Incorporated which is more than \$5,000 or 1% of the total support of such activities in a given year, whichever is greater, must be approved by the Gift Review Committee. These limitations apply to all the following types of gifts.

Cash

1. All gifts by check shall be accepted by DrupalNYC Incorporated when the amount of the gift is in keeping with this policy.
2. Checks shall be made payable to DrupalNYC Incorporated. In no event shall a check be made payable to an individual who represents DrupalNYC Incorporated.

Publicly Traded Securities

1. Readily marketable securities, such as those traded on a stock exchange, can be accepted by DrupalNYC Incorporated.
2. For gift crediting and accounting purposes, the value of the gift of securities is the mean of the high and low prices on the date of the gift.
3. A gift of securities to DrupalNYC Incorporated will be liquidated immediately.

Closely Held Securities

1. Non-publicly traded securities may be accepted after consultation with the Gift Review Committee.
2. Prior to acceptance, the Gift Review Committee will explore methods and timing of liquidation of the securities through redemption or sale. The Gift Review Committee will try to determine:
 - a. an estimate of fair market value
 - b. any restrictions on transfer
 - c. whether and when an initial public offering might be anticipated
3. No commitment for repurchase of closely held securities shall be made prior to completion of the gift of the securities.

Real Estate

1. Any gift of real estate must be reviewed by the Gift Review Committee.
2. The donor normally is responsible for obtaining and paying for an appraisal of the property. The appraisal will be performed by an independent and professional agent.
3. The appraisal must be based upon a personal visitation and internal inspection of the property by the appraiser. Also, whenever possible, it must show documented valuation of comparable properties located in the same area.
4. The formal appraisal should contain photographs of the property, the tax map number, the assessed value, the current asking price, a legal description of the property, the zoning status, and complete information regarding all mortgages, liens, litigation, or title disputes.
5. DrupalNYC Incorporated reserves the right to require an environmental assessment of any potential real estate gift.
6. The property must be transferred to DrupalNYC Incorporated prior to any formal offer or contract for purchase being made.
7. The donor may be asked to pay for all or a portion of the following:
 - a. maintenance costs

- b. real estate taxes
 - c. Insurance
 - d. real estate broker's commission and other costs of sale
 - e. appraisal costs
8. For gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate; however, this value may be reduced by costs of maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.

Life Insurance

1. A gift of a life insurance policy must be referred to the Gift Review Committee.
2. DrupalNYC Incorporated will accept a life insurance policy as a gift only if DrupalNYC Incorporated is named as the owner and beneficiary of 100 percent of the policy.
3. If the gift is a paid-up policy, the value for gift crediting and accounting purposes is the policy's replacement cost.
4. If the policy is partially paid up, the value for gift crediting and accounting purposes is the policy's cash surrender value. (Note: For IRS purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value.)

Tangible Personal Property

1. Any gift of tangible personal property shall be referred to the Gift Review Committee prior to acceptance.
2. A gift of jewelry, artwork, collections, equipment, and software shall be assessed for its value to DrupalNYC Incorporated, which may be realized either by being sold or by being used in connection with the corporation's exempt purpose.
3. Depending upon the anticipated value of the gift, a qualified outside appraiser may be asked to determine its value.
4. DrupalNYC Incorporated shall adhere to all IRS requirements relating to disposing of gifts of tangible personal property and will provide appropriate forms to the donor and IRS.

The Board of Directors, upon the advice of the Gift Review Committee, reserves the right to decline any gift that does not further the mission or goals of DrupalNYC Incorporated. Also, any gifts that would create an administrative burden or cause DrupalNYC Incorporated to incur excessive expenses may be declined.