



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
Non-Cash Gifts Policy	June 9, 2012	1530.020

POLICY STATEMENT (R*)

Gifts of Securities:

Publicly Traded Securities

Responsibility for the handling of publicly traded securities received by the Foundation as gifts is delegated to the President & CEO and Assistant Treasurer/Business Manager of the Foundation. It is the general policy of the Foundation to sell all gifts of publicly traded securities as soon as possible. In cases where the donor stipulates that the gifted securities are to be held for a specified period of time, it will be the responsibility of the President & CEO and Assistant Treasurer/Business Manager of the Foundation to notify the Finance & Audit Committee of the circumstances regarding the request.

Closely-Held Securities from a Privately Owned Company

In the event closely-held securities in a privately owned company are offered to the Foundation, it will be the responsibility of the President & CEO and Assistant Treasurer/Business Manager of the Foundation to notify the Finance & Audit Committee of the circumstances regarding the offer and to seek the Committee's approval for acceptance or rejection of the securities. A general strategy regarding the eventual sale or liquidation of the securities provided by such a gift will be developed on a case-by-case basis if the gift is accepted.

Gift Credit and Gift Receipt

A gift of publicly traded securities will be recorded as of the date that the securities are irrevocably transferred to the Foundation. The date of the gift will be determined in accordance with Internal Revenue Service (IRS) regulations as well as national standards established by the Council for Advancement and Support of Education (CASE) and may be established by any of the following methods of delivery:

1. Electronic transfer to university broker – Date securities enter the Foundation's brokerage account.
2. US Mail – Date postmarked.
3. Hand delivery – Date received (stamped) by University or Foundation representative.
4. Delivery by overnight services, messenger companies, etc. – Date received (signed for) by University or Foundation representative. IRS regulations for this type of delivery may vary by individual carrier.
5. Certificates re-issued in the name of the Foundation – Date printed on the certificate.

Opening Account Balance for Gifts of Securities

Any increase or decrease in the value of gifted publicly traded securities resulting from an immediate sale will affect the amount credited to the receiving account. Any increase or decrease in the value of gift securities not immediately sold, but which is held for investment purposes, will be applied against Foundation reserve balances.

Gift Acknowledgment

The receipt will show a description, date of the gift, name of issuer and number of shares of the securities gifted. The value of the gift as recorded by the Foundation may be provided to the donor as a separate notification. Valuation for tax purposes is the responsibility of the donor.

Gifts of Real Property or Real Estate

Gifts of real property shall be governed by the Foundation's Policy and Procedures for Acceptance of Real Estate, adopted June 9, 2012.

Please see the Real Estate Acceptance Policy approved by the Board June 9, 2012.

Gifts of Personal Property and Gifts-in-Kind

Acceptance of gifts of personal property and gifts-in-kind requires approval from the Foundation's President & CEO. Gifts-in-kind are defined below.

REASON FOR POLICY (O*)

This policy is intended to provide guidance to Foundation staff for the acceptance and handling of non-cash gifts made to the Foundation.

DEFINITIONS (R*)

Publicly traded securities are generally defined as stocks, bonds or mutual funds containing stocks that are traded on recognizable national exchanges such as the New York Stock Exchange, NASDAQ or the American Stock Exchange.

Closely-held securities are generally defined as stocks issued by privately-owned companies (typically consisting of a relatively small number of stock holders) which do not trade on public exchanges and are not issued through an initial public offering (IPO).

Real property or real estate is defined as land, its natural resources, and anything permanently affixed to that land, including facilities.

Gifts of personal property and gifts-in-kind are generally defined as non-cash donations of materials or tangible personal property, including but not limited to works of art, equipment, software, software licenses, printed materials, food or other items used for events.

PROCEDURES (O*)**Gifts of Securities:****Publicly Traded Securities**

1. The donor informs the University or the Foundation of the intent to donate securities to the Foundation and provides information regarding type of security, security company name and the number of shares/units that will be gifted.
2. The University or the Foundation provides donor with information regarding electronic transfer of donated shares to the Foundation's brokerage firm, or other information appropriate to the method of delivery.
3. The Foundation informs the brokerage firm of the incoming transfer.
4. Once the brokerage firm receives the securities, one of the individuals listed on the Corporate Authorization to Sell & Endorse Securities Form calls the brokerage firm to authorize the immediate sale or holding of those securities for a specified time period.
5. The securities are then sold by the brokerage firm, per the instructions of the authorizing individual. The brokerage firm provides the Foundation with information regarding the value of securities on the date they were transferred to the brokerage firm, the sale date, the approximate sale price per share/unit, and the commission amount charged on transaction.
6. Proceeds from the sale are mailed by the brokerage firm to the Foundation.
7. The Stock Sale Transaction Form is completed and distributed by Foundation personnel.
8. Once Foundation receives the check from the sale, the funds are deposited and the corresponding account is credited accordingly.

Closely-Held Securities from a Privately Owned Company

1. The general nature and terms of a proposed gift of closely-held securities from a privately owned company, including but not limited to its timing and eventual sale or liquidation of the shares by the Foundation, is initially negotiated between the donor, University Advancement personnel and President & CEO of the Foundation. Such negotiations generally include a general strategy of how, when, and under what circumstances the Foundation might sell or otherwise liquidate the shares.
2. The President & CEO notifies the Finance & Audit Committee of the details of the offer as negotiated by University Advancement personnel and the President & CEO of the Foundation. Acceptance of all gifts of closely-held securities from a privately owned company made to the Foundation requires approval from the Finance & Audit Committee.
3. Procedures regarding the transfer and eventual sale of the securities by the Foundation will be developed on a case-by-case basis.

Gifts of Personal Property and Gifts-in-Kind

1. It is the general policy of the Foundation not to accept gifts of equipment, art and other tangible personal property except for the purpose of holding said property until it can be sold, with proceeds benefiting the Foundation. The Foundation prefers that gifts of equipment, art and other tangible personal property for use by the University be transferred directly to the University.
2. In cases where a gift-in kind to the Foundation is feasible, the donor informs the University or the Foundation of the intent to make an in-kind gift to the Foundation and provides information about the material or tangible goods that will be donated.
3. The Foundation's President & CEO will determine whether to accept or deny the in-kind donation.
4. If the in-kind gift is accepted, the University Controller's Office – Asset Management Department is notified of the gift and it is then included in the asset management system and recorded as part of the University's assets.

RESPONSIBILITIES (O*)

Responsibility for the handling of publicly traded securities received by the Foundation as gifts is delegated to the President & CEO and Assistant Treasurer/Business Manager of the Foundation.

In the event that closely-held securities in a privately owned company are offered to the Foundation, it will be the responsibility of the President & CEO to notify the Finance & Audit Committee of the circumstances regarding the offer and to seek the Committee's approval for acceptance or rejection of the securities.

Acceptance of gifts of personal property and gifts-in-kind requires approval from the Foundation's President & CEO.

HISTORY (R*)

The Gifts of Securities Policy was originally approved by the Foundation Board of Directors on May 31, 2000, and Gifts of Real Estate and Gifts-In-Kind policies were originally approved by the Foundation Board of Directors on March 28, 2001 as part of the Investment Policy Statement (IPS). The policy was revised on November 28, 2007. This document has been amended and approved by the Board of Directors on June 9, 2012.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

FIU Foundation, Inc.
Division Business & Finance

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

FIU Foundation, Inc.
University Park, MARC 531
11200 SW 8th Street
Miami, Florida 33199
Telephone: 305-348-2679

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

FORMS/ONLINE PROCESSES (O*)

Stock Sale Transaction Form
Authorization to Sell & Endorse Securities Form

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required *O = Optional**