

KUTE, Inc.

Financial Policies

Gift Acceptance Policy

Purpose of Policy

This policy serves as a guideline to KSUT Public Radio staff involved in accepting gifts, to outside advisors who assist in the gift planning process, and to prospective donors who wish to make gifts to KSUT. This policy enables KSUT to accept gifts from individuals, corporations and foundations in a manner that supports its purposes and activities. It is intended only as a guide and allows for some flexibility on a case-by-case basis.

Types of Gifts

Cash – KSUT, regardless of the amount accepts gifts in currency, by check or credit card. Checks should be made payable to KSUT. In no event shall a check be made out to an individual or company who represents KSUT. All gifts must receive a receipt.

Pledges – KSUT accepts pledges. KSUT expects that all pledges will be in support of KSUT’s mission, will be made in good faith and will be honorably fulfilled by each donor. KSUT’s policy is to not pursue any unfulfilled pledge commitment through legal means unless the KSUT Board of Directors votes that special situations or circumstances involving any particular pledge would warrant such action.

Stock Gifts – KSUT can accept marketable securities, such as those traded on the stock exchange. The gift must be made in the name of KUTE, Inc. *dba KSUT Public Radio*. The gift securities will be sold immediately. The value of the securities shall be determined in a manner consistent with IRS regulations. It is preferred that the securities be electronically processed, (transferred DTC), with the valuation determined the date the securities are received in KSUT’s account. [Click here](#) for specific information on how to transfer your gift of stock to KSUT.

Tangible Personal Property – The only tangible personal property that KSUT currently accepts as gifts is vehicles. The donation of vehicles is accepted through a third party, the Car Talk Vehicle Donation Program. Gifts of other property, such as real estate, shall be considered on a case by case basis by the KSUT Development Committee.

Matching Gifts – As a 501(c)(3) organization, KSUT is eligible for the matching gift programs of many corporations. The process must be initiated by the donor through their Human Resources department.

Endowment Funds – Gifts may be made at anytime to the Carlos Sena Legacy Fund for KSUT. Additional information about this fund is available upon request.

Planned Gifts – KSUT accepts planned gifts, which will be considered on a case by case basis by the KSUT Development Committee. As with all matters concerning estate planning, donors are encouraged to consult their estate and tax specialists.

- Life Insurance – KSUT accepts gifts of paid life insurance policies and being named as a beneficiary on an individual’s life insurance policy
- Bequest – KSUT accepts bequests from wills. Restricted bequests should be discussed with KSUT to ensure that the restrictions are consistent with the mission and goals of KSUT.
- Retirement Assets – KSUT accepts being named as a beneficiary for a retirement account.
- Charitable Gift Annuity – KSUT accepts charitable gift annuities under the following conditions
 - Administrative fees shall be paid from the income earned on the charitable gift annuity
 - There shall be no more than two beneficiaries on the charitable gift annuity
 - The minimum gift to establish a charitable gift annuity is \$10,000
 - No income beneficiary for a charitable gift annuity shall be younger than 60 years old.
- Charitable Lead Trust – KSUT may accept a designation as income beneficiary of a charitable lead trust. KSUT will not accept an appointment as Trustee of a charitable lead trust.
- Charitable Remainder Trust – KSUT may accept designation as remainder beneficiary of a charitable remainder trust. KSUT will not accept appointment as Trustee of a charitable remainder trust.
- Deferred Charitable Gift Annuity –KSUT accepts deferred charitable gift annuities under the following conditions
 - There shall be no more than two beneficiaries on the deferred charitable gift annuity
 - The minimum gift to establish a deferred charitable gift annuity is \$10,000
 - No income beneficiary for a deferred charitable gift annuity shall be younger than 30 years old
- Other Gifts – KSUT reserves the right to review other gifts not specifically described above.

Gift Acceptance

KSUT accepts unrestricted gifts and gifts for specific purposes, provided such gifts are consistent with its stated mission, purposes and priorities. All final decisions on the restrictive nature of a gift and its acceptance shall be made by the KSUT Development Committee.

Gifts Declined

KSUT reserves the right to refuse any gift that it believes is not in the best interest of KSUT.

Gift Acknowledgement

Accepted gifts will be acknowledged by KSUT staff in accordance with federal regulations. All donors will be sent a “thank you” letter. In addition, “Honor” or “Memorial” gifts will be acknowledged with a second letter that will be sent to the person being honored, the family of the deceased or other donor designee.

If a donor indicates a desire for anonymity or confidentiality, such requests should be made in writing and KSUT will hold all gift and investment information in confidence.

Donor Confidentiality

Except as required by law, all information obtained from or about donors or prospects shall be held in strictest confidence by KSUT. Upon the donor's request, the name, amount, or conditions of any gift shall not be made public. KSUT does not sell or trade its donor database.

Gift Policy Review

The Gift Acceptance Policy will be reviewed by the KSUT Board of Directors as needed or at least every two years.

Approved By KUTE, Inc. Board of Directors on __10/13/2014_____

____Pip Howard_____

Secretary, KUTE, Inc. Board of Directors