



Donation and Gift Acceptance Policies

Carey Services is a not-for-profit organization that accepts donations to help us turn abilities and barriers into opportunities for people with disabilities. We are committed to being good stewards of those donations and gifts and to be as transparent as possible in our financial transactions. With our agency's core values of professionalism, integrity and excellence as our guide, we have implemented the following policies to govern how the agency receives and manages donations and gifts:

Donation Policy

Acceptance of any contribution, gift, or grant is at the discretion of Carey Services, Inc. All donations of any type (in-kind, cash, etc.) to Carey Services, Inc. shall be recorded and reflected on the agency's financial statements. All donor-designated funds or items shall be used for the purposes for which they are donated. Donations received and not specifically designated for use will be used as directed in this policy, in accordance with responsibilities of the Board of Directors, the Board's Executive Committee, the President/CEO, and/or the CFO/Controller.

Carey Services, Inc. shall classify contributions received by type of donor-imposed restriction (unrestricted, temporarily restricted, or permanently restricted) in compliance with SFAS No. 116 - Accounting for Contributions Received and Contributions Made.

If a temporarily restricted contribution is received whose restriction is met in the same fiscal year, the agency elects to classify it as an unrestricted contribution (rather than as a temporarily restricted contribution and disclose the reclassification). Unrestricted contributions and unrestricted sponsorships will be used where needed most in the agency.

Gifts of long-lived assets or cash contributions for the acquisition of long-lived assets made without explicit restrictions shall be recorded initially as an unrestricted contribution. These elections shall be adopted on a retroactive basis.

Gift Acceptance Policy

Carey Services solicits and accepts gifts that are consistent with its purpose and mission and that support its programs. Donations to Carey Services are tax-deductible to the

extent allowed by law. Carey Services may accept donations in the form of cash, securities, real property, personal property and charitable bequests.

Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies or other entities, without limitations – unless acceptance of a gift would be inconsistent with Carey Services' mission or would cause undue financial, administrative or programmatic burden to Carey Services.

In certain instances, Carey Services may refuse a donation (clothing, food, furniture, durable medical equipment, etc.) if such donation is found to be in an unacceptable condition or otherwise causes an undue administrative burden for Carey Services.

If Carey Services has received an item or items that are found to be unacceptable and/or when certain donated items received were found to not be needed, Carey Services may choose to donate such items to another community resource (Goodwill, Salvation Army, etc.) or discard such items. In no instance are Carey personnel, volunteers, or board members permitted to personally use or benefit from donations received.

Certain types of gifts require special consideration because they could create liabilities, administrative burdens, or may impose special obligations on Carey Services. These types of gifts and the acceptance processes are outlined below:

- Gifts of Real Property – Land and/or buildings may be accepted only upon approval of the Board of Directors of Carey Services.
- Gifts of Personal Property – Gifts of furniture, business equipment, books, food, or other “in-kind” items will be accepted if they can be utilized by the agency within a reasonable period of time after receipt. Donors are responsible for establishing their own value for in-kind gifts in accordance with current IRS regulations.
- Gifts of Services – Pro bono services may be accepted if they can be utilized by the agency, but they are not recorded.
- Restricted Gifts – Gifts may be restricted by a donor for any established Carey Services program or special project. When gifts are accepted with restrictions, such restrictions must be honored. Modifications to restrictions may be made only with the explicit consent of the donor. If acceptable modifications cannot be arranged, Carey Services must offer to return the gifts. Restricted gifts may be accepted only upon approval of the President/CEO and the CFO/Controller.
- Unusual Gifts (size, amount, etc.) – Gifts that are out of the ordinary, such that they differ in the extreme from the amounts or types of gifts that are routinely received (including publicly traded securities), may only be accepted upon approval of the President/CEO or CFO/Controller. The Carey Services Board Executive Committee will approve the receipt and use of large gifts (restricted and unrestricted) in excess of \$30,000 in value (cash, property, etc.).

Carey Services may elect to refuse gifts of cash, securities, real or personal property or other items of value if there is reason to believe such gifts are incompatible with the organization's mission, strategic goals or core values, or would create a financial, administrative or programmatic burden.

Carey Services may elect to refuse gifts of any type if the potential gift poses a conflict of interest – including but not limited to real conflicts of interest, appearance of conflicts of interest, or perceived conflicts of interest.

Carey Services will refrain from providing advice about tax or other treatment of gifts and donations and will encourage donors to seek guidance from their own professional advisors to assist in the process of making their donation. Carey Services will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or donor to Carey Services.

Gift acknowledgement shall be issued to the donor in accordance with current IRS regulations.