



GIFT-IN-KIND ACCEPTANCE POLICY

What is a gift-in-kind?

Gifts-in-kind are non-monetary items of tangible property such as art, books, real estate, animals, equipment, plants, vehicles, and other physical assets or materials, which represent value to the college.

Unreimbursed expenses such as food, professional or personal services, and limited use of private property are not considered tax-deductible, by the Internal Revenue Service. Acceptance and use of gifts-in-kind are subject to the by-laws of the College Foundation.

How can a gift-in-kind be used?

Gifts-in-kind such as artwork, books, and equipment will be used for the benefit of the unit (campus, division, department, etc.) of the College designated by the donor. If the gift property is sold by the College Foundation, the proceeds are used by the donor-designated unit. If the donor does not designate a unit of the College to benefit from the gift property, the College Foundation will determine which unit(s) could benefit from the actual use of the gift property. Undesignated property not desired by any unit will be sold, and the proceeds will be added to the general, unrestricted funds of the College Foundation.

Will the College Foundation automatically accept a donor's gift-in-kind?

When offered a gift-in-kind, the College Foundation may choose either to accept, and use or sell the gift-in-kind property, or to decline the gift. When evaluating the acceptance of a gift-in-kind, the College Foundation will consider if the gift is needed, wanted, and/or has use within the institution or if it can be sold to benefit the College. Consideration will be given to the cost of accepting the gift (i.e., shipping and handling charges), the long-term viability of the gift (i.e., maintenance costs, storage fees, insurance rates, etc.), and the resale market if the gift is to be sold. Some gifts will require paperwork documenting ownership (i.e., a signed title for a car or boat). Prior to accepting the gift-in-kind, the College Foundation will seek approval from other campus areas if necessary (i.e., Facilities, ITS)

Are there income tax charitable deductions available for a gift-in-kind?

Yes. The donor of a gift-in-kind may claim a charitable deduction for the fair market value of the gift. If a donor wishes to claim a charitable deduction for more than \$5,000 of gift-in-kind property, Federal law requires the donor to substantiate the deduction by using IRS Form 8283. The donor must obtain an independent appraisal for any single gift valued over \$5,000. The IRS Form 8283 is forwarded to the College Foundation for completion of the donee acknowledgement portion of the form. The College Foundation will return the signed form to the donor.

In the event of disposition within two years of receipt by the College Foundation of any item of gift property for which the College Foundation signed the donee acknowledgement portion of IRS Form 8283, the Foundation accountant will prepare and file an IRS Form 8282 as required by law. An accurate inventory of all gifts-in-kind must be kept and maintained at all times for the protection of both the donee and the College Foundation.

For more information on gift-in-kind contributions, please contact the College Foundation office at 518-255-5524 or email collegefoundation@cobleskill.edu.