

# Oakland University's Development Information Services Department

presents:

## Gifts and Pledges

**IRS, OU, and CASE Guidelines**

**“Everything You Need to Know”**

**(Almost)**



# Training Topics

- Why this Training?
- Gift, Pledge, and Grant Policy - #500
- Advancement Definitions
- Pledge Write-Offs
- Pledge Reminders
- Quid Pro Quo Contributions
- Donor Advised Funds
- Games of Chance
- Gifts-In-Kind
- Securities (stocks, mutual funds)
- Planned Gifts
- Partial Interests in Property
- Software Gifts
- Corporate Sponsorships vs. Advertising
- Contributions vs. Contracts (Exchange Transactions)
- Scholarship Gifts
- Where to Get More Information



# Important note:

- All information on IRS and/or tax issues contained in this presentation are based on Oakland University's interpretations of IRS rulings and legal documents. All other institutions must discuss these issues with their own counsel and finance experts as Oakland University does not provide legal and/or tax advice to donors or other entities.



# Requests:

- Please put cell phones on “manner mode”
- Please refrain from using PC’s (no checking e-mail – my feelings will be hurt)
- Thanks!



# Why This Training?

- To get everyone on the same page as it relates to IRS, CASE, and OU policies.
- To provide an overview
- New staff
- Good stewardship
- To remind you that DIS is here to assist
  - In advance vs. after the fact
  - No expectations that you need to be experts in any of this
  - However, we need to know so we can help



# Gift, Pledges, and Grants Policy - #500

- **Gifts**

- Gifts must be submitted to Gift Accounting (GA) the same day as received.
- Supporting documents must accompany the gift
  - used to determine if it is a gift
  - how to properly code it in Banner
  - helps alleviate calls from GA



# Gift, Pledges, and Grants Policy - #500

## ● Pledges

- Verbal pledges
  - do not get processed
- Documented pledges
  - outlining the pledge agreement and the donor's payment intentions / schedule
  - from the donor to the University, or
  - from the University to the donor
    - (for bequests & planned gifts – need signed document from donor agreeing with what was sent to them by Oakland)
  - must be provided to gift accounting
- Credit card charge pre-authorization form



# Gift, Pledges, and Grants Policy - #500

- **Policy Revisions**

- As in all OU policies, revisions will be made as needed.





# Advancement Definitions

- **Pledge**: A donor's promise to give (one time or in installments)
- **Gift**: The 100% transfer of assets from the donor to OU with "no strings attached"
- **Pledge Payment**: A 100% transfer of assets from the donor to OU with "no strings attached" applied to a previous pledge
- **Outright Gift**: Same as "gift" but not a payment on a pledge.
- **Commitment**: A pledge or an outright gift, not a payment on a pledge
- **Soft Credit**: Credit / gift recognition for a gift from another entity (no gift receipt) *{automated soft credit}*
- **Third Party Payments (TPP's)**: When someone makes a payment on another person/company's pledge.





# Pledge Write-Offs

- Pledges automatically feed to the general ledger as revenue.
- Most but not all pledges get completely paid.
- All older uncollectible pledges are written off annually.
- Pledge revenue and pledges receivable will be reduced.





# Pledge Reminders

- Telefund

- 1<sup>st</sup> reminder: sent by telefund company after pledge is made
- 2<sup>nd</sup> reminder: sent by annual giving 30 days after all calling is done
-  – 3<sup>rd</sup> reminder: sent 30 days after second reminder
-  – 4<sup>th</sup> reminder: Don Corleone – “The Godfather”
- Write off process in March



# Pledge Reminders

- Non-Telefund (mostly the larger pledges)
  - DO given option for reminder method
    - Personal contact
    - Reminder letters
      - 1<sup>st</sup> reminder sent month prior to installment due date
      - 2<sup>nd</sup> reminder sent following month
      - 3<sup>rd</sup> reminder sent following month
      -  – 4<sup>th</sup> reminder - Michael Corleone – The Godfather's Son
      -  – DO can get involved at any time

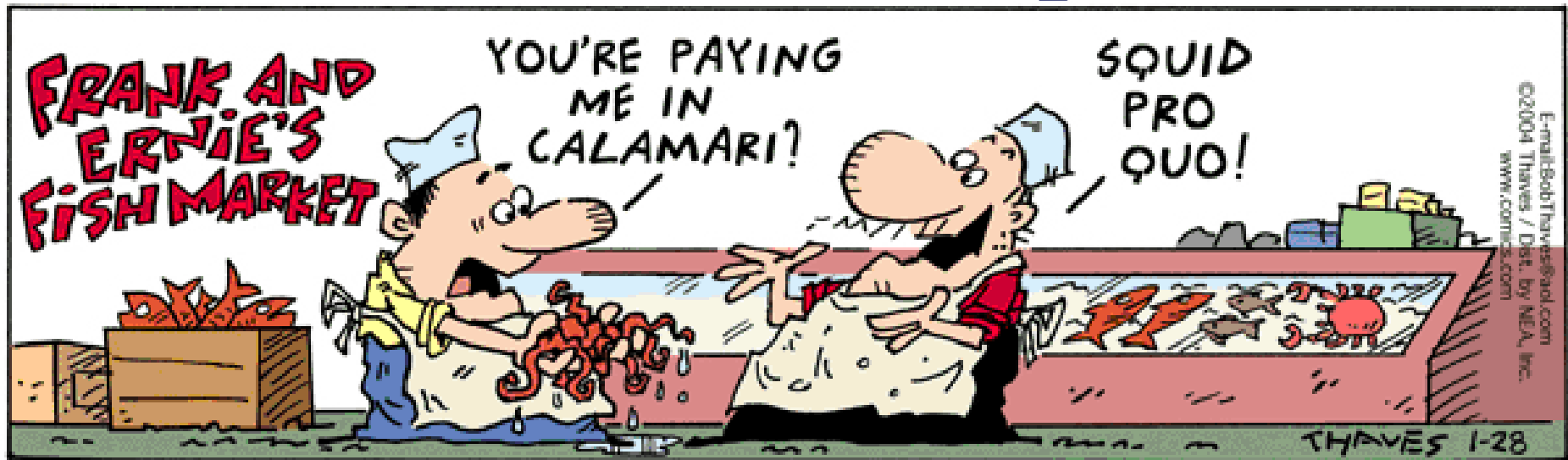


# Quid Pro Quo Contributions

- What the IRS Says
- Token Value Benefits
- Fair Market Value (FMV)
- Fundraising Events
- Fundraising Auctions
- Seating at Athletics Events
- “Games of Chance” and Policy
- Raffles



# Quid Pro Quo Contributions



# Quid Pro Quo Contributions

- **What the IRS Says**

- A payment from a donor - part gift and part in consideration for goods or services
- The value of the benefits received is key in determining the amount of the gift.
- The gift is only the amount of the payment that exceeds the value of the benefits received by the donor.
- The benefits must have a “substantial” in order to be subtracted from the donors payment.
- Items that have insubstantial (token) value need not be subtracted from the contribution.



# Quid Pro Quo Contributions

- Token Value Benefits
  - Small items of merchandise or other benefits (bookmarks, calendars, key chains, mugs, posters, t-shirts, etc.) offered when donors make a contribution.
- Token value in relation to the amount contributed
- Burdensome to inform each donor of the amount of the payment that is deductible.
- Inconsequential or insubstantial so that the full amount of the donor's payment should be deductible as a contribution.
- IRS has rules under which a donor may disregard the value of *token* benefits and deduct the full amount of a payment.





# Quid Pro Quo Contributions

- Token Benefit Rules (2010)
  - A payment is fully deductible if:
    - The fair market value of all the benefits received by the donor is not more than \$96 or 2% of the payment, whichever is less, or
    - The donor's payment is \$48 or more and the only benefits received are token items that bear OU's name or logo and have an aggregate cost of no more than \$9.60.
    - (DON'T WORRY – WE HAVE EXAMPLES !)



# Quid Pro Quo Contributions

## TOKEN BENEFIT EXAMPLES BASED ON IRS RULES FOR 2010

		Example 1	
1	Required Payment	\$25.00	
	Donor Benefits (premiums)	Cost	FMV
	Mug		
	Keychain		
	T-shirt		
	2 concert tickets(NOT token item)		
	Lapel pin	\$0.25	\$0.50
	<b>Total</b>	<b>\$0.25</b>	<b>\$0.50</b>
2	FMV as % of Required Payment	2.0%	
3	FMV of benefits is less than or equal to 2% of the required payment or \$96, whichever is less. (yes or no)	Yes	
4	Required payment is \$48 or more. (yes or no)	No	
5	Total cost of benefits is \$9.60 or less. (yes or no)	Yes	
6	Donor was informed of the FMV of benefits?	Yes	
7	Tax Deductible Amount	\$25.00	

***A payment is fully deductible if the answer in line #3 is "Yes" or if the answer in lines #4 and #5 is "Yes", otherwise the payment is partially or totally non-deductible.***



# Quid Pro Quo Contributions

## TOKEN BENEFIT EXAMPLES BASED ON IRS RULES FOR 2010

		Example 1		Example 2	
<b>1</b>	<b>Required Payment</b>	<b>\$25.00</b>		<b>\$50.00</b>	
	<b>Donor Benefits (premiums)</b>	<b>Cost</b>	<b>FMV</b>	<b>Cost</b>	<b>FMV</b>
	Mug				
	Keychain			\$1.00	\$2.00
	T-shirt				
	2 concert tickets(NOT token item)				
	Lapel pin	\$0.25	\$0.50		
	<b>Total</b>	<b>\$0.25</b>	<b>\$0.50</b>	<b>\$1.00</b>	<b>\$2.00</b>
<b>2</b>	FMV as % of Required Payment	2.0%		4.0%	
<b>3</b>	FMV of benefits is less than or equal to 2% of the required payment or \$96, whichever is less. (yes or no)	Yes		No	
<b>4</b>	Donors required payment \$48 or more. (yes or no)	No		Yes	
<b>5</b>	Total cost of benefits is \$9.60 or less. (yes or no)	Yes		Yes	
<b>6</b>	Donor informed of the FMV of benefits. (yes or no)	Yes		Yes	
<b>7</b>	Tax Deductible Amount	\$25.00		\$50.00	

***A payment is fully deductible if the answer in line #3 is "Yes" or if the answer in lines #4 and #5 is "Yes", otherwise the payment is partially or totally non-deductible.***



# Quid Pro Quo Contributions

## TOKEN BENEFIT EXAMPLES BASED ON IRS RULES FOR 2010

		Example 1		Example 2		Example 3	
1	<b>Required Payment</b>	<b>\$25.00</b>		<b>\$50.00</b>		<b>\$50.00</b>	
	<b>Donor Benefits (premiums)</b>	<b>Cost</b>	<b>FMV</b>	<b>Cost</b>	<b>FMV</b>	<b>Cost</b>	<b>FMV</b>
	Mug					\$3.00	\$5.00
	Keychain			\$1.00	\$2.00	\$1.00	\$2.00
	T-shirt					\$8.00	\$10.00
	2 concert tickets(NOT token						
	Lapel pin	\$0.25	\$0.50				
	<b>Total</b>	<b>\$0.25</b>	<b>\$0.50</b>	<b>\$1.00</b>	<b>\$2.00</b>	<b>\$12.00</b>	<b>\$17.00</b>
2	FMV as % of Required Payment	2.0%		4.0%		34.0%	
3	FMV of benefits is less than or equal to 2% of the required payment or \$96, whichever is less. (yes or no)	Yes		No		No	
4	Donors required payment is \$48 or more. (yes or no)	No		Yes		Yes	
5	Total cost of benefits is \$9.60 or less. (yes or no)	Yes		Yes		No	
6	Donor informed of FMV of benefits. (yes or no)	Yes		Yes		Yes	
7	Tax Deductible Amount	\$25.00		\$50.00		\$33.00	

***A payment is fully deductible if the answer in line #3 is "Yes" or if the answer in lines #4 and #5 is "Yes", otherwise the payment is partially or totally non-deductible.***



# Quid Pro Quo Contributions

Notice the tickets did not cost OU anything but they did cost somebody something and are NOT a token item.

## TOKEN BENEFIT EXAMPLES BASED ON IRS RULES FOR 2010

		Example 1		Example 2		Example 3		Example 4	
1	<b>Required Payment</b>	<b>\$25.00</b>		<b>\$50.00</b>		<b>\$50.00</b>		<b>\$75.00</b>	
	<b>Donor Benefits (premiums)</b>	<b>Cost</b>	<b>FMV</b>	<b>Cost</b>	<b>FMV</b>	<b>Cost</b>	<b>FMV</b>	<b>Cost</b>	<b>FMV</b>
	Mug					\$3.00	\$5.00	\$3.00	\$5.00
	Keychain			\$1.00	\$2.00	\$1.00	\$2.00		
	T-shirt					\$8.00	\$10.00	\$5.00	\$10.00
	2 concert tickets(NOT a token item)							\$0.00	\$80.00
	Lapel pin	\$0.25	\$0.50						
	<b>Total</b>	<b>\$0.25</b>	<b>\$0.50</b>	<b>\$1.00</b>	<b>\$2.00</b>	<b>\$12.00</b>	<b>\$17.00</b>	<b>\$8.00</b>	<b>\$95.00</b>
2	FMV as % of Required Payment	2.0%		4.0%		34.0%		126.7%	
3	FMV of benefits is less than or equal to 2% of the required payment or \$96, whichever is less. (yes or no)	Yes		No		No		No	
4	Donors required payment \$48 or more. (yes or no)	No		Yes		Yes		Yes	
5	Total cost of benefits is \$9.60 or less. (yes or no)	Yes		Yes		No		Yes	
6	Donor informed of FMV of benefits. (yes or no)	Yes		Yes		Yes		Yes	
7	Tax Deductible Amount	\$25.00		\$50.00		\$33.00		\$0.00	

**A payment is fully deductible if the answer in line #3 is "Yes" or if the answer in lines #4 and #5 is "Yes", otherwise the payment is partially or totally non-deductible.**



# Quid Pro Quo Contributions

- **Fair Market Value (FMV):**

- The value of benefits received by the donor must be
  - based on the FMV of the benefits
  - determined through a “good faith” effort
  - *not necessarily the cost of the items.*
- OU has:
  - procedure for determining FMV for goods and services provided to donors.
  - Excel template to help determine the FMV of the goods and services.



# Quid Pro Quo Contributions

- **Fundraising Events:**

- The following steps should occur for all fundraising events where something of value is exchanged for a payment:
  - 1) Annual Giving department to be notified by the event organizer prior to event materials being created.
  - 2) Annual Giving will work in collaboration with the event organizers to complete the fair market value (FMV) worksheet to determine:
    - a) An estimated per person cost for the event
    - b) The payment amount to attend the event
    - c) The FMV of any and all goods and/or services provided to the payee in return for their payment to attend the event.
  - 3) Annual Giving department will provide the costs, payment amount and FMV to the director of development information services for review and approval.
  - 4) The vice president or assistant vice president for university relations will receive the documents for final approval.



# Quid Pro Quo Contributions

- **Fundraising Events:**

- The FMV Calculation:

- Determine all the costs (direct and indirect) associated with the goods and services received by the donor.
- Determine the average cost per person.
- The FMV is what the average person would pay for a
  - “like” event
  - at a “like” venue
  - not necessarily our cost
  - if the calculated cost per person is \$100, but the average person would pay \$75 for a “like” event at a “like” venue, the FMV would be \$75.
- *Is the donor receiving a benefit that OU is not paying for? This also must be factored in.*
- *The FMV must be communicated to the donor on marketing materials / invitations.*





# Quid Pro Quo Contributions

- **The FMV must be communicated to the donor on marketing materials / invitations.**
  - Policy #500 includes the following disclosure obligation:
    - *“In accordance with IRS requirements, invitations, reply cards, tickets, letters and other printed materials connected with a fundraising event must also reflect the fair market value of any benefit to the donor. This applies to all fund-raising events, including those that are underwritten.”*



- Example FMV calculation worksheet

- On UR's shared drive in the "DO Material" folder

FUNDRAISING EVENT WORKSHEET TO DETERMINE FAIR MARKET VALUE OF SPECIAL EVENTS			
Event Name:	2006 KOD		
Event Date:	February 15, 2006		
Responsible Unit:	Annual Giving		
Event Organizer:	Julie Vulaj		
Estimated # of Attendees:	450		
<b>Direct Costs for items/services of value received by the event attendee</b>			
	<b>Total</b>	<b>per person (from vendor)</b>	
Dinner	\$ 22,500.00	\$ 50.00	
Mug	\$ 2,500.00	\$ 5.00	
????	\$ 450.00	\$ 1.00	
????	\$ 900.00	\$ 2.00	
Total Direct Costs	\$ 26,350.00	\$ 58.00	
Direct Costs per est. attendee	\$ 58.56		
<b>Indirect Costs</b>			
Ballroom rental	\$ 25,000.00		
Valet labor	\$ 5,000.00		
????	\$ 2,000.00		
????	\$ 1,000.00		
Total Indirect Costs	\$ 33,000.00		
Indirect Costs per est. attendee	\$ 73.33		
Grand Total Costs for Event	\$ 59,350.00		
Grand Total Costs per est. attendee	\$ 131.89		
<b>Fair Market Value Considerations</b>			
<b>Definition:</b> FMV is what someone would be willing to pay for a "like" event at a "like" venue and should include and benefits received by the donor included benefits not paid for by OU.			
<i>Based on the calculations and the definition of FMV, enter the payment amount and the FMV below.</i>			
	<b>Payment Amt.</b>	<b>FMV</b>	<b>Deductible Amt.</b>
Actual	\$ 200.00	\$ 131.89	\$ 68.11
Rounded	\$ 200.00	\$ 132.00	\$ 68.00
<b>Based on the definition of FMV, what are the reasons you chose the FMV that you did?</b>			
	<b>SIGNATURES</b>		<b>Date</b>
Event Organizer:			
Director of Annual Giving:			
Director of DIS or Budget Manager:			
Vice President:			



# Quid Pro Quo Contributions

- **Donors Opting out of Receiving Goods and Services:**
  - Communicated to OU by donor prior to the event and processing the payment.
  - Can't give a donor an amended receipt with a higher gift amount because they told us after the event that they were not able to attend.
  - If a donor does not take advantage of the benefits, the benefits were still provided. (*The IRS*)



# Quid Pro Quo Contributions

## ● Fundraising Auctions:

- Bidder must be informed of the FMV prior to bidding in order to claim they had charitable intent by bidding in excess of FMV,
  - if not:
- No charitable donation was made by the winning bidder,
  - because:
- The winning bid becomes the basis for the FMV as the transaction became a “purchase”.



# Quid Pro Quo Contributions

- **Tickets for seating at an athletic event**
  - In the institution's stadium
  - If a donor receives the right to purchase preferred seating or any seat for an athletic event in return for their gift, only 80% of their contribution is tax deductible.
    - Preferred seating: usually when tickets are readily available
    - Any seat: usually when tickets are unavailable but ones comes available.
  - Donor must be made aware of this prior to the transaction being made – they don't like surprises.



# Quid Pro Quo Contributions

- **Bottom Line:**

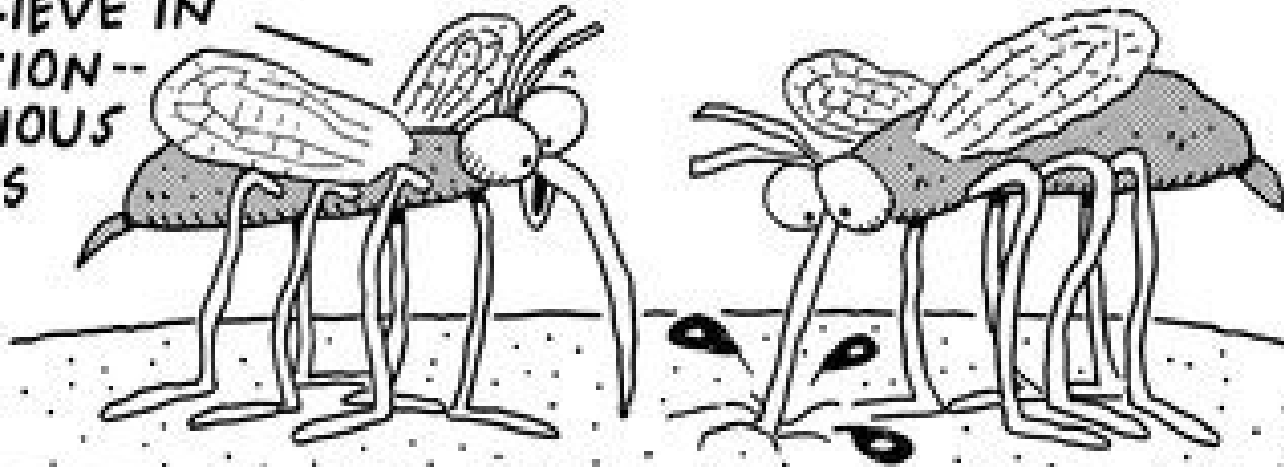
- The amount received from the donor may not be entirely tax deductible or countable in reports.



and because it's always time to poke fun at the IRS...

## Frank and Ernest

SURE, I BELIEVE IN  
REINCARNATION--  
IN MY PREVIOUS  
LIFE I WAS  
AN IRS  
AGENT!



# Donor Advised Funds

- A fund or account which:
  - is owned and controlled by a sponsoring organization (e.g. Community Foundation for Southeast Michigan)
  - is separately identified through reference to the contributions of a donor by:
    - including donor names in the fund name
    - tracking contributions from specific donors in the organization's financial records
  - a donor or person appointed by the donor has or reasonably expects to have advisory rights with respect to investments or distributions.
  - do not include funds or accounts which make distributions to only one identified organization or governmental entity





# Donor Advised Funds

- Grants cannot be made from donor advised funds which confer an economic benefit, other than an incidental benefit, to a donor or related party.
- Examples of non-incidental benefits
  - payment of pledges the donor has made to make charitable contributions
  - reservations to participate in fund raising events where a non-incidental economic benefit, such as a meal, a sporting event, etc. is part of the value of the reservation paid.
- There are penalties.



# Games of Chance

- **OU Policy 435 – Games of Chance**
  - **Types**
    - Bingo
    - Millionaire parties
    - Charity games
    - Raffles
  - **Authorizing Officer**
    - Vice President for UR
  - **Application**
    - Form part of policy 435 on website
    - Complete and return to VP's office
  - **State Licenses**
    - Very important
    - Timing



# Games of Chance

## ● Raffles:

- You are conducting a raffle if you are charging people or requiring them to donate or provide something of value to participate in a drawing where a prize will be awarded.
  - University Approval
  - Keep separate from gift solicitations
  - Withholding and Reporting Requirements
  - Record Retention
  - House Rules
  - Misconception from Michigan Charitable Gaming Commission
  - Raffle Licenses



# Games of Chance

## Raffles continued:

- University Approval - OU's Games of Chance Procedures # 435 says:
  - The Vice President for University Relations has been designated as the authorizing officer for all games of chance.
  - The sponsoring group shall complete the OU Application for Game of Chance Approval
  - Prizes to be obtained through solicitation must be identified in the Application for Game of Chance Approval, along with the names of the possible donors and the value of the prizes.
  - *No acquisition of prizes may occur prior to the authorization of the event.*



# OU Game of Chance Approval

From policy #435



## Exhibit A

### OAKLAND UNIVERSITY APPLICATION FOR GAME OF CHANCE APPROVAL

- 1) Type of Game of Chance requested:
- 2) Reason for request:
- 3) Name of sponsoring organization:  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- 4) University Department that will supervise the event:
- 5) Fund # and subaccount to charge for application fee:
- 6) Date of event: \_\_\_\_\_ 20\_\_\_\_,
- 7) For Raffle-Time of Drawing:
- 8) Location of event:
- 9) Expected proceeds:
- 10) Purpose for which proceeds will be used:
- 11) Probable audience or participants:
- 12) Prize(s) to be offered:  
1<sup>st</sup> Prize:  
2<sup>nd</sup> Prize (if applicable):  
3<sup>rd</sup> Prize (if applicable):
- 13) For Raffle-Ticket Price:
- 14) Aggregate value of prizes:
- 15) Probable source of prizes (if donated):
- 16) APPROVALS

\_\_\_\_\_  
Signature and Title of Sponsoring  
Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President for  
University Relations

\_\_\_\_\_  
Date

# Games of Chance

- **Raffles continued:**

- Keep separate from gift solicitations
  - Admission tickets to fundraising events should be sold separately from raffle and/or door prize tickets
    - insures that the OU does not create a situation where attendees lose the ability to deduct a portion of the ticket price as a charitable contribution to the University
  - No portion of a payment made resulting in an opportunity to win a prize (raffle tickets, door prizes, etc.) is a gift. (IRS Rev.

Rul. 67-246)



# Games of Chance

- **Raffles continued:**

- **Reporting and Withholding Requirements**

- Michigan state and local taxes are not imposed upon the recipient of a prize, whether merchandise or money, awarded by a raffle licensee during an event conducted in accordance with the raffle statute and regulations.
- Federal requirements – see chart on next slide
  - Separate raffle ticket purchase was required
  - Separate raffle ticket purchase was NOT required
  - Value of prize won
  - Employees
- If the drawing is not properly licensed, the prize would be subject to state income tax.
- Obtain winner's SSN if prize is \$600 or more.



**Table No. 1 -- Reporting and Withholding Requirements for  
Raffles, Door Prizes, Lotteries and Other Drawings (Ticket Purchase Required)**

Prize Value – Reduced by Ticket Price	University's Reporting Obligations	University's Regular Withholding Obligations	University's Backup Withholding Obligations
\$599 or less	None*	None	None
\$600 - \$4,999	File Form W2-G if prize value more than 300 times ticket price*	None	Withhold 28% if no valid Social Security Number
\$5,000 or more	File Form W2-G*	Withhold 25% for cash prizes and 25% or 33.33% for non-cash prizes**	Withhold 28% if no valid Social Security Number

**Table No. 2 -- Reporting and Withholding Requirements for  
Raffles, Door Prizes, Lotteries and Other Drawings (No Ticket Purchase Required)**

Prize Value	University's Reporting Obligations	University's Regular Withholding Obligations	University's Backup Withholding Obligations
\$599 or less	None	None	None
\$600 - \$5,000	File Form 1099-Misc	None	Withhold 28% if no valid Social Security Number
\$5,001 or more	File Form 1099-Misc	None	Withhold 28% if no valid Social Security Number

\*The taxpayer should complete an IRS Form 5754, Statement by Person(s) Receiving Gambling Winnings, before receiving the prize.

\*Withholding rates may change, and special rules apply to withholding for non-cash prizes, so all withholding rates should be verified with Oakland University's Assistant Vice President for Finance/Controller at the time of withholding.

\*\*Employees – All cash, gift certificates, gift cards and other cash equivalents, and all non-cash items valued at \$75 or more, awarded to an employee where a ticket purchase is not required are reported on the employee's Form W-2. All cash and non-cash items awarded to an employee where a ticket purchase is required are reported on Form W-2G in accordance with the rules set forth in these tables.





# Games of Chance

- **Raffles continued:**

- Reporting Requirements

- Large Raffles (*total value of all prizes awarded in one day is \$500 or more*)
  - Financial statement required
- Small Raffles (*total value of all prizes awarded in one day is less than \$500*)
  - No financial statement required

- Record Retention (*large and small raffles*)

- Must be maintained for the current year plus three years
- A list of winners of prizes valued over \$100 must be retained and made available to public upon written request.
- Raffle ticket stubs must be retained until all prizes have been awarded.



# Raffle Financial Statement and URL:

[http://www.michigan.gov/documents/BSL-CG-1619\\_1368\\_7.pdf](http://www.michigan.gov/documents/BSL-CG-1619_1368_7.pdf)



Charitable Gaming Division  
101 E. Hilldale, Box 30023  
Lansing, MI 48909  
www.michigan.gov/cg

## RAFFLE FINANCIAL STATEMENT

This statement must be filed by the 10th day of the month following the final drawing.

PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

Organization Name		Date of Final Drawing	Organization ID Number
Mailing Address		City	ZIP Code
			License Number

*Include only revenue and expenses directly related to the licensed gaming event.*

<b>FINANCIAL INFORMATION</b>	<b>Revenue:</b>	
	1. Ticket Sales	.00
	2. Donated Prizes (retail value)	.00
	3. Total Revenue (add lines 1 & 2)	.00
	<b>Expenses:</b>	
	4. Prizes (cash, donated, purchased)	.00
	5. Ticket Seller Incentive Prizes (if any)	.00
	6. Total Prizes (add lines 4 & 5)	.00
	7. Worker Compensation	.00
	8. License Fee	.00
	9. Advertising	.00
	10. Ticket Printing	.00
11. Other Expenses	.00	
12. Total Expenses (add lines 6 - 11)	.00	
<b>Net Profit / Loss</b> (subtract line 12 from line 3)		.00

In addition to raffle tickets, were charity game tickets sold at the licensed gaming event?  
☐ Yes ☐ No

If yes, a separate financial statement must be filed. To request a Charity Game Ticket Financial Statement, visit our web site at [www.michigan.gov/cg](http://www.michigan.gov/cg) or call (517) 335-5780.

As the principal officer for the organization, I hereby certify that the information on this financial statement is true, correct, and complete to the best of my knowledge; that the proceeds from the licensed gaming event are used in accordance with Section 9 of Act 382 of the Public Acts of 1972, as amended (Act); and that the licensed gaming event was conducted in accordance with the Act and the rules and directives of the Michigan Bureau of State Lottery.

Signature of Principal Officer	Title	Date
--------------------------------	-------	------

Internal Revenue Service	(877) 829-5500
Forms (Visit our web site at <a href="http://www.michigan.gov/cg">www.michigan.gov/cg</a> .)	(517) 335-5780
Financial Questions	(517) 335-5790
License Status	(517) 335-5780
FAX (Retain the original financial statement for your records.)	(517) 267-2285

PLEASE MAKE A COPY OF THE COMPLETED FINANCIAL STATEMENT FOR YOUR RECORDS



[http://www.michigan.gov/documents/BSL-CG-1365\\_1341\\_7.pdf](http://www.michigan.gov/documents/BSL-CG-1365_1341_7.pdf)



Complete this form for your records. Do not mail in.

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1365(R10V04)



# Games of Chance

- **Raffles continued:**

- **House Rules**

- The licensee shall post the house rules in a conspicuous place or print the house rules in sufficient number for distribution to all interested persons.



# Games of Chance

## House rules – Rule 510 from State of Michigan Raffle Rules

- The licensee shall establish and adhere to its house rules for the conduct of the raffle. At a minimum, the house rules shall contain all of the following information:
  - The licensee's name.
  - The license number.
  - The price of the raffle ticket.
  - The method by which the winners will be determined and the raffle will be conducted.
  - The contingency plan for inclement weather or other extenuating circumstances if the raffle or alternative raffle cannot be conducted as planned.
  - The redemption claim period for charity game tickets as prescribed by R 432.21611(1)(c).
  - The redemption claim period for numeral game tickets as prescribed by R 432.21709(1)(e).
  - The refund policy.
  - The effective date of the house rules.
- The licensee shall post the house rules in a conspicuous place or print the house rules in sufficient number for distribution to all interested persons.
- The house rules shall not be in conflict with the act, these rules, or directives of the bureau.

# Example of “House Rules” posting / handout

Yellow highlights to be  
changed for your raffle.

## Official Rules

### Oakland University Alumni Association 2006 Raffle

- 1) The following Official Rules apply to the Oakland University Alumni Association's ("OUAA") 2006 Raffle ("Raffle") and are effective as of June 1, 2006. The Raffle is being conducted pursuant to the State of Michigan, Charitable Gaming Division, Large Raffle License No. R86431.
- 2) Raffle tickets ("Tickets") will be available for purchase from the OUAA between June 1, 2006 and August 23, 2006 at a cost of \$25.00 per Ticket. Tickets are not transferable.
- 3) Tickets will only be sold to persons who are 18 years of age or older. OUAA staff and their immediate family members are not eligible to participate in the Raffle.
- 4) Odds of winning depend upon the number of Tickets sold.
- 5) The OUAA will randomly draw three winning Tickets at 6:30 p.m. on August 23, 2006 at the Upper Deck Lounge in Comerica Park, Detroit, Michigan. The following three prizes will be awarded: First Prize - \$2,000 Travel Voucher provided by Go Next Travel; Second Prize - VISA gift card provided by Liberty Mutual; and Third Prize - \$500 SuperCertificate gift card provided by Stevens Worldwide Van Lines. Only one prize will be awarded per person. Ticket holders do not have to be present to win. If the drawing cannot be completed for any reason on August 23, 2006, then the OUAA will conduct the drawing at 10:00 a.m. on August 24, 2006 at the John Dodge House, Oakland University, Rochester, Michigan 48309.
- 6) The OUAA will notify winners by telephone or first class mail by September 8, 2006. Winners must contact the OUAA to claim their prize within 60 days of the date of the OUAA's notification or the prize will be forfeited and an alternate winner will be randomly selected from the original pool of Tickets.
- 7) Winners will pay all applicable local, state and federal taxes.
- 8) No substitution or transfer of prizes is permitted.
- 9) Winners consent to the OUAA's and/or Oakland University's use of their name, photograph and/or likeness for publicity or advertising purposes without further compensation.
- 10) All participants in the Raffle release the OUAA, Oakland University and each of their trustees, directors, officers, employees, students, alumni, agents and representatives, and all others associated with the development and execution of this Raffle, from any and all liability with respect to, or in any way arising from, this Raffle and/or acceptance or use of any prize, including without limitation liability for personal injury, damages, death or monetary loss.
- 11) The OUAA and/or Oakland University are not responsible for lost, stolen, late, incomplete, mutilated, illegible or misdirected Tickets. The OUAA reserves the right in its sole and absolute discretion to disqualify any individual who tampers with the Raffle process, and/or to cancel, terminate, modify or suspend the Raffle, if the OUAA determines that a person or event has corrupted or affected the administration, security, fairness, integrity or proper conduct of the Raffle.
- 12) By entering this Raffle, participants acknowledge that they have reviewed and understand the Official Rules, agree to be bound by the Official Rules and agree to abide by the OUAA's decisions which will be final, binding and conclusive on all matters relating to the Raffle.
- 13) Michigan law will govern the Raffle and Michigan will be the forum for any proceeding or suit at law or in equity arising from or incident to the Raffle.
- 14) Void where prohibited by law.
- 15) The OUAA reserves the right to modify or amend the Official Rules at any time to comply with applicable legal requirements, including without limitation gaming or lottery statutes, rules or regulations.
- 16) The Official Rules will govern in the event of a conflict between the Official Rules and any other marketing, advertising, promotions or other information relating to the Raffle.

# Games of Chance

- **Raffles continued:**

- Misconception from Michigan Charitable Gaming Commission
  - *“We are only giving away door prizes; we aren’t conducting a raffle.”*
    - If people are being charged to attend a function where (door) prizes will be awarded through a drawing, then you are conducting a raffle.
    - How many times are there door prizes valued at \$600 or more?



# Games of Chance

- **Raffles continued:**

- **Licenses**

- **Small raffle license** – required when the total prize value for all raffle prizes is \$500 or less in a single day.
- **Large raffle license** - required when the total prize value for all raffle prizes is more than \$500 in a single day.
- **Can apply for as many licenses** as you want up to 18 months in advance of the drawing date.
- **No License required if:**
  - the raffle is held at a single gathering **and**
  - no tickets are sold prior to the gathering **and**
  - the total value of all prizes is \$100 or less
- If there is no “consideration” (e.g. money exchanged) for the drawing, it is not a raffle and no license is required. However, there could still be withholding requirements.





# Games of Chance

- **Raffles continued:**

- Plan Ahead

- It takes 4 weeks to obtain a raffle license from the state

- State of Michigan Raffle Guide

- [http://www.michigan.gov/documents/BSL-CG-1824\\_26045\\_7.pdf](http://www.michigan.gov/documents/BSL-CG-1824_26045_7.pdf)

- FYI

- Games of skill (e.g. guessing # of marbles in a fishbowl or closest to pin putting contest) are not considered games of chance and do not need licenses.
  - However, check with local authorities for special rules. Rochester Hills has no ordinance.



# Other Gifts

- **Gifts-in-Kind**

- Admin. Policy 500
- Donated assets and property such as art, books, equipment, automobiles, inventory, personal property, other physical assets.
- Donors must provide the value of the gift-in-kind.
- No proven value from donor, gift entered with a \$1 value.
- No values for gifts-in-kind shall appear in acknowledgment letters or receipts as the university does not want to be perceived as an appraiser of gifts-in-kind.
- Cannot use GIK before it is accepted by the Board of Trustees
- Gift-in-Kind review form.



# Other Gifts

- **Gifts-in-Kind - \$5,000 and up**

- A qualified and timely appraisal must accompany the gift.
- Approved by the gift review committee:
  - AVP Finance and Administration
  - General Counsel
  - VP for UR
- Don't forget, *cannot use GIK before it is accepted by the Board of Trustees*

- **Artwork from the Artist**

- Donor can deduct cost of materials only
- OU can give recognition credit for FMV



# Gift-in-Kind Review Form (can be accessed from OU policy #500)



## OAKLAND UNIVERSITY GIFT-IN-KIND REVIEW FORM FORM A-1

### DEPARTMENT INFORMATION

Department \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

### DONOR INFORMATION

Owner/Donor \_\_\_\_\_ Contact (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### GIFT INFORMATION (FOR REAL ESTATE USE FORM A-2)

Date received \_\_\_\_\_ Gift Account/Org. No. \_\_\_\_\_

Description: (include date, model, serial number, brand name, etc.) \_\_\_\_\_

Gift of new equipment? Yes No Gift of new software? Yes No Educational Discount Value \_\_\_\_\_

Has Oakland University taken possession of this item? Yes No

Will this gift be retained by OU? Yes No If yes, will it appreciate in value? Yes No

Purpose or intended use \_\_\_\_\_

Additional costs (installation, insurance, maintenance, etc.) \_\_\_\_\_

Potential liability for university \_\_\_\_\_

Percent of ownership being donated \_\_\_\_\_ (attach names and addresses of other owners).

Were goods or services provided by Oakland University for the gift? Yes No

If yes describe: \_\_\_\_\_

### GIFT DOCUMENTATION

Donor's estimated value \_\_\_\_\_

Check One:

\_\_\_\_ Donor provided (attach copies): Receipt Invoice Appraisal Appraisal date \_\_\_\_\_

\_\_\_\_ Donor provided no receipt, invoice or appraisal

A receipt describing the item(s) donated and listing no monetary value will be issued.

Signature of person completing form: \_\_\_\_\_ Date \_\_\_\_\_

UPON COMPLETION, SEND TO GIFT ACCOUNTING, 102 JOHN DODGE HOUSE

Rev. 5/07

[Policy500.htm](#)

# Other Gifts

- **Gifts of Real Estate**

- Admin. Policy 500

- There should be no mortgage on property
- Donor should agree to cover taxes, assessments, maintenance, etc until property is sold.
- Office of Risk Management needs to be kept in the loop.
- Office of Risk Management will review for environmental hazards.
- Real estate should be accompanied by a title commitment.
- Real estate should be made by warranty deed
- Donor must provide qualified appraisal



# Real Estate Gift Review Form (can be accessed from OU policy #500)



OAKLAND UNIVERSITY GIFT-IN-KIND REVIEW FORM FORM A-2/GIFTS OF REAL ESTATE	
<b><u>DEPARTMENT INFORMATION</u></b>	
Department _____	Contact Person _____ Phone _____
<b><u>DONOR INFORMATION</u></b>	
Owner/Donor _____	Company Contact _____
Address _____	Phone _____
<b><u>GIFT INFORMATION</u></b> (FOR GIFTS OTHER THAN REAL ESTATE, USE FORM A-1)	
Date received/anticipated date of gift _____	Gift Account/Org. No. _____
Description and location: (attach legal description) _____	
Existing facilities: _____ (Buildings, roads, water, sewer, etc. and opinion of their condition)	
Appraised value: _____	Date of appraisal: _____ Appraised by: _____
Existing mortgage: Yes No Amount and terms: \$ _____	
Mortgage held by: _____	Taxes: \$ _____ Year last paid: _____
Liens: (fully describe) _____	
Present use of property: _____ Present zoning classification: _____	
Environmental concerns: _____	
Other restrictions on property: _____	
Holding period required: Yes No Duration: _____	
Annual income generated by property: _____	
Existing leases: Yes No Duration: _____	
Estimated annual expense: \$ _____ Expense charged to: _____	
Estimated net proceeds to Oakland University: \$ _____	
Other comments: _____	
Percent of ownership being donated: _____	
Other owners (names and addresses) _____	
Were goods or services provided by Oakland University for the gift? Yes No	
If yes describe: _____	
(Use additional paper if needed)	
Signature of person completing form: _____ Date: _____	

# Other Gifts

- **Gifts-in-kind**
  - **IRS Requirements**
    - For GIK's of \$500 and up, donor needs to complete IRS Form 8283
    - For GIK's of \$5,000 and up, donor needs OU to sign form 8283
      - VP for University Relations
  - **If OU sells or disposes of a GIK, IRS needs to know**
    - **IRS Form 8282**
      - GIK's of \$5,000 and up
      - Disposed of within 2 years of gift date
      - OU's responsibility



# Other Gifts

- **Gifts of Services**

- Not a countable or deductible gift.
- Pay the donor for their services and have them write you a check in return.
- If materials and services are given, we need documentation that splits out the materials separately.

- **Gift Certificates**

- For permanent ownership of a tangible item
  - TV's, cars, gift basket, etc. – value of certificate can be recorded as a gift-in-kind
- For non-tangible items
  - Services, dinners, rounds of golf, hotel stays, spa treatments, etc. – value of certificates are NOT gifts-in-kind UNLESS the certificate can be redeemed for cash by the original grantor, then the certificate can be counted as a GIK for the cash-redemption value.
  - NOTE: While these types of gifts do not qualify as GIK's, we can enter a \$1 "recognition only" gift. No receipt or thank you letter will be issued by DIS.





# Other Gifts

## BLOOD



...just not a tax deduction and (probably) does not help fulfill OU's mission!

# Other Gifts — Combined check from multiple donors

- **Example 1:** An institution received a \$600 check (part gift) from one person for a foursome for a golf outing. Check writer requested 4 gift receipts, one to each member of the foursome because they were to reimburse the check writer.
  - *Unfortunately, check writer is the donor.*
- **Example 2 (recent listserv word-for-word conversation):** An institution had an event hosted by three alums and were to split the cost between each of them. Each were supposed to submit receipts to the institution for gift-in-kind (out of pocket) receipt. However, one host paid for the entire event and the other two reimbursed that person and wanted gift receipts also.
  - *Bad, bad, bad. This is exactly why you should NEVER let these folk pay the expenses. The College should always pay the expenses directly to the vendors and if the hosts want to reimburse you, great! So, you could in fact reimburse the one host and then let them all write you a check if they want to - can't make it mandatory. Otherwise, you only have one donor.*
- **This is called “Credit to Last Entity”**
  - *If possible and if you know, encourage donors to give separately.*



# Securities

- DO's should
  - Have donors contact their broker to have securities transferred to OU
    - Electronically
      - Best alternative - quicker and safer
      - Contact DIS for detailed instructions
    - Mail
      - send unendorsed certificate(s) and a cover letter in one envelope
      - send, in a separate envelope, a signed, signature guaranteed, stock power form to the address below (registered mail is recommended). The only item that should be filled in on the stock power form is donor's signature exactly as their name appears on the stock certificate. A stock power form can be obtained at a local bank.



# Securities

- DO's should
  - Inform DIS in writing (fax, memo, email):
    - the donor name
    - the name of the securities being transferred (if known)
    - the number of shares being transferred (if known)
    - the approximate value of the gift (if known)
    - where the gift is to be designated
    - the approximate day the shares will be transferred

## BECAUSE

- Comerica does not know who transferred the securities to Oakland
- Comerica is not allowed to share that info even if they did know
- If we do not know who made the gift, the only way we can record the gift is to process it as an “anonymous” gift



# Securities

- Determining values
  - Stocks
    - The average value between the high and low prices on the date it is transferred to the university multiplied by the number of shares given.
    - Can only be determined the next day
  - Mutual Funds
    - The closing price on the date it is transferred to the university multiplied by the number of shares given.
- Broker Fees
  - Do not reduce the value of the donor's gift
  - Do reduce the total amount transferred to the fund



# Other Gifts

## ● Planned Gifts

- Pertinent documentation should be obtained from the donor prior to valuing the planned gift.
- Gift Accounting will not record the planned gift without written donor confirmation.
- This process requires the individual valuing the planned gift to use source documentation.
- Secondary verification of the gift valuation also must be implemented.
- The Director of Planned Giving will assist the Development Officer and initially value the gift using University Relation's Crescendo Planned Giving software (or the planned giving software in use at any given time).
- This valuation and supporting source documentation is then given to the Director of Development Information Services who will verify the calculation's accuracy and the accompanying documentation.



# Other Gifts

- **Planned Gift Documentation Form**

- On the DIS Web page under “Procedures/Manuals”
- Still need to try and obtain legal documents from the donor
- No entry into Banner unless this form is completed or other acceptable documentation is received and approved by:
  - Director of Planned Giving
  - Director of Development Information Services



# Sample Planned Gift Documentation Form (page 1)



## University Relations Planned Giving Department

John Dodge House  
Rochester, Michigan 48309-4497  
(248) 364-6129 Fax: (248) 364-6141

### GIFT PLANNING

This documentation will provide a basis for recognition given to you for your gift through membership in the Heritage Society, recognizing those who contribute documented planned gifts to Oakland University to ensure its future. Please complete and return to:

*Oakland University, Department of Planned Giving, John Dodge House, Rochester, MI 48309.*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Birthdate (mm/dd/yyyy) \_\_\_\_\_

Professional advisors (Attorney, CPA, Trust Officer) \_\_\_\_\_

Email: \_\_\_\_\_

### TYPE OF PROVISION

I have made provisions for Oakland University in my estate planning through one or more of the following gift vehicles:

- a. Percentage or residue of estate; estimate of present value \$ \_\_\_\_\_
- b. Outright bequest in my will \$ \_\_\_\_\_
- c. Outright bequest in my spouse's will \$ \_\_\_\_\_
- d. Bequest in my will if my spouse or other heir predeceases me \$ \_\_\_\_\_
- e. Bequest in my spouse's will if I predecease my spouse \$ \_\_\_\_\_
- f. Life insurance policy \$ \_\_\_\_\_
- g. Retirement fund assets \$ \_\_\_\_\_
- h. Revocable ☐ Irrevocable ☐ \$ \_\_\_\_\_
- i. Trust arrangement with Oakland University as final beneficiary \$ \_\_\_\_\_

*(Please include ages and gender of any other beneficiaries or  
or describe other conditions.)*

\_\_\_\_\_  
\_\_\_\_\_





# Sample Planned Gift Documentation Form (page 2)

## PURPOSE

*(Please indicate how you would like your gift to be used.)*

\$\_\_\_\_\_ or \_\_\_\_\_% unrestricted for the greatest needs of Oakland University, as determined by the President.

\$\_\_\_\_\_ or \_\_\_\_\_% for the specific purposes of \_\_\_\_\_  
\_\_\_\_\_

It is helpful for the university to have in its confidential files a copy of your will, trust agreement or other document, or the applicable excerpts therefrom, pertaining to your provision.

May we have permission to contact your attorney or trustee for additional information that may be needed for our records? \_\_\_\_\_Yes \_\_\_\_\_No

**No information about your gift will be released without your prior approval.**

From time to time, Oakland University will list donors who are members of the Heritage Society in various publications. By so doing, others are encouraged to think about the possibilities in their circumstances to make provisions for the university in their estate.

May we have your permission to list your name in our list of Heritage Society members?  
\_\_\_\_\_Yes \_\_\_\_\_No

\_\_\_\_\_  
*(Name as you wish to be recognized as a Heritage Society member.)*

I will notify Oakland University if I choose to modify the intent of this bequest.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you in advance for your thoughtful gift to Oakland University**

\_\_\_\_\_  
Director of Planned Giving

\_\_\_\_\_  
Director of Development Information Services



# Partial Interests in Property

- Generally, a donor cannot deduct a contribution of less than their entire interest in the property.
  - Example: Donor owns an office building – donates the use of a suite to a charitable organization.
    - Not deductible, not countable.
  - Example: Donor owns a vacation home, donated the right to use home for 1 week at a fundraising auction. Winning bidder paid the FMV of 1 weeks rental.
    - Not a gift by property owner
    - payment by bidder not a gift because benefit received equal to FMV.
  - Example: Vehicle leases are not a 100% interest in the property.



# Software Gifts – highly complex

## Considerations from CASE Management and Reporting Standards:

- **Contact DIS** as soon as there is the slightest possibility of a gift of software.
- **Value to the institution:** Must serve the academic or research purpose of OU
- **Gift value:** Donor to provide OU with the value of the gift at the educational discount price.
- **Maintenance / License agreements:** Generally considered contributed services and are not to be counted.
- **Fees:** Fees charged to OU for the license is to be deducted from gift value.
- **Revocation of gift:** Must be irrevocable transfer to OU.
- **Counting licenses:** Licenses of software can be counted if it meets the criteria stated above.
- **Perpetual license:** Can be counted only in the year that the gift is originally given. In the case of perpetual licenses or renewable licenses, if the software has no upgrade or substantive change, it cannot be counted in subsequent years.
- **Software upgrades:** If company donates free upgrades to the software in subsequent years with a higher established value, the difference in value can be counted.
- **Contact DIS** as soon as there is the slightest possibility of a gift of software.



# Corporate Sponsorships vs. Advertising

- Corporations often give money to sponsor activities, events, or projects and in return receive recognition on campus or at the event.
- Most sponsorship dollars are gifts as long as the recognition received does not constitute advertising.
- The IRS defines advertising as competitive pricing or product information displayed because of the donation.
- The recognition for a sponsor should be limited to:
  - Sponsors location, telephone number, internet address
  - Value-neutral description of sponsor's products or services
  - Sponsor's brand/trade name or product/service listings



# Contributions vs. Contracts (Exchange Transactions)

- Some contracts may appear to be much like contributions therefore a careful assessment of the contract is needed to determine if OU has given up an asset or incurred a liability (of commensurate value).



# Contributions vs. Contracts (Exchange Transactions)

- Factors to aid in distinguishing between contributions and exchange transactions.
- No one factor will provide sufficient information for appropriate classification.
- From NACUBO (National Association of College / University Business Officers)

Factor / Question	Answer is Yes	Answer is No
Do funds provide goods/services for a program of the resource provider?	ET	
Did the initiative for the project come from the organization providing the funds?	ET	C
Do proprietary results belong to the funding organization, in whole or in part, after the work is completed?	ET	C
Do the results of the work have specific commercial value for the resource provider?	ET	C
Does the resource provider sponsor research and development activities and retain patents, copyrights, advance and exclusive knowledge of outcomes?	ET	
Does payment support the direct/immediate need of government or organization that provides funding?	ET	
Are benefits to the resource provider primary and public benefits are secondary?	ET	
Does the resource provider define performance objectives such as a detailed report and a timetable for meeting objectives?	ET	C
Is the time and place for delivery of results specified?	ET	C
Does the contract fulfill a service as prescribed by the resource provider?	ET	
Did the recipient give up benefits of the research to the resource provider?	ET	
Will the recipient pay economic/punitive penalties for failure to meet agreement?	ET	
Does the resource provider receive commensurate value in return for support?	ET	C
Does the recipient determine ownership of the products of the research?	C	
Does the recipient hold unconditional rights to receive the funds?	C	
Does the recipient retain control and ownership of any work completed after completion of the project?	C	
Are the funds used to carry out an already existing program of the recipient organization?	C	
Does the recipient participate actively in determining how the funds will be spent?	C	



# Scholarship Gifts

- No gift when a donor chooses the recipient.
- Discourage donors involvement in the selection process (tax, FERPA, practical issues). OU will make final decision on all awards.
- When OU chooses the student, it is a gift but the donor still should not list the student's name on gift documents.
- Need to keep track of recipients for stewardship purposes



# Important note again:

- All information on IRS and/or tax issues contained in this presentation are based on Oakland University's interpretations of IRS rulings and legal documents. All other institutions must discuss these issues with their own counsel and finance experts as Oakland University does not provide legal and/or tax advice to donors or other entities.





# Gift Accounting / DIS

- **Work with us – we can help!**
  - **Assistance w/solicitation pieces**
    - To help make sure that IRS and OU rules are being followed helping to create a more satisfied and knowledgeable donor.
    - Proper solicitation codes to use to track effectiveness
    - Proper designation code (fund) to use for proper accounting
    - If there are no goods/services involved & the solicitation piece has everything needed to enter the gift – the donor can send the return piece directly to gift accounting.
  - **Assistance with IRS rules / tax deductibility issues**
    - If we don't know, we will find out!
  - **Ahead of the event / solicitation**
    - No surprises for the donor
    - Processing efficiency



# Gift Accounting / DIS (Cont.)

- **OnLine Giving:**

- **Add our website for online giving to your solicitation pieces – [www.oakland.edu/give](http://www.oakland.edu/give)**
  - Allows donors to use Mastercard , Visa, Discover or ACH (checking acct) to:
    - make outright gifts in response to solicitation
    - make pledge payments
    - make pledge for up to 12 months with the option of monthly or quarterly payments
  - Donors receive an immediate email receipt.
  - NOTE: While we are able to accept Discover on our online form, it is not an option for credit cards processed directly thru OU.

# Where to Get More Information

- **Documents / Books**

- **OU Policy 500 – Gifts, Pledges, and Grants**

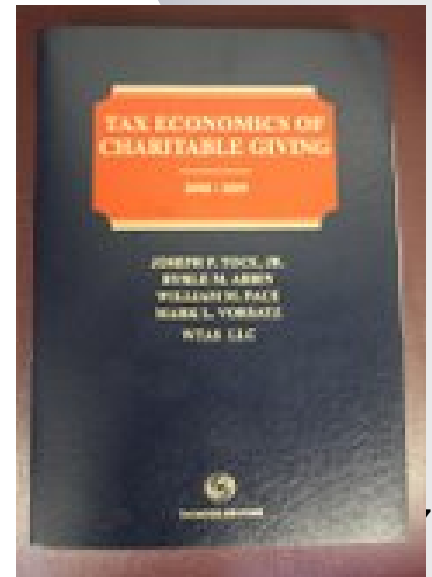
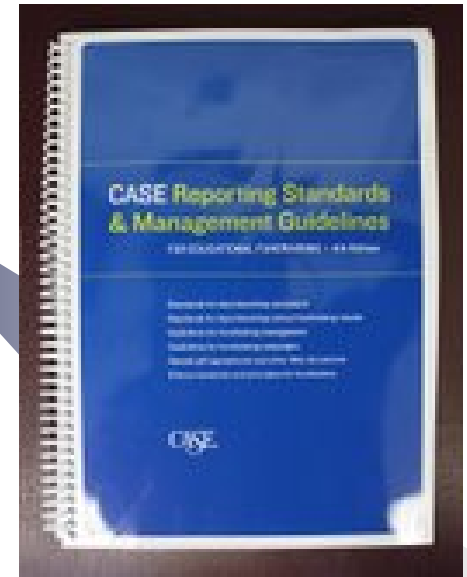
- OU's Web site

- **CASE Reporting Standards & Management Guidelines, 4<sup>th</sup> Edition**

- CASE Books ([www.case.org](http://www.case.org))

- **Tax Economics of Charitable Giving (2008/2009)**

- CASE Books ([www.case.org](http://www.case.org))



# Where to Get More Information

## ● More Documents / Books

- IRS Publication 526 – Charitable Contributions
  - IRS web site (<http://www.irs.gov/publications/p526/> )
- IRS Publication 1771 – Substantiation and Disclosure Requirements
  - IRS web site (<http://www.irs.gov/pub/irs-pdf/p1771.pdf> )
- OU's Fair Market Value Worksheet and Procedure
  - Worksheet: ([www.oakland.edu/dis](http://www.oakland.edu/dis))
  - Procedure: ([www.oakland.edu/dis](http://www.oakland.edu/dis))
- State of Michigan – Charitable Gaming Division – Raffle Guide
  - State of Michigan web site ([www.michigan.gov/documents/BSL-CG-1824\\_26045\\_7.pdf](http://www.michigan.gov/documents/BSL-CG-1824_26045_7.pdf) )





# Where to Get More Information

- **DIS Website – [www.oakland.edu/dis](http://www.oakland.edu/dis)**

<a href="#">Future Students</a>	<a href="#">Current Students</a>	<a href="#">Faculty &amp; Staff</a>	<a href="#">Alumni</a>	<a href="#">Visitors</a>	<a href="#">Help / Search</a>	OAKLAND UNIVERSITY			
<a href="#">About OU</a>	<a href="#">Academics</a>	<a href="#">Research</a>	<a href="#">Arts</a>	<a href="#">Athletics</a>	<a href="#">Library</a>	<a href="#">IT</a>	<a href="#">Administration</a>	<a href="#">Jobs</a>	<a href="#">News</a>

## *Development Information Services (D.I.S.)*

ASK  PRINT 

**D.I.S. Staff**

**Mission, Vision and Values**

**Donor Relations / Stewardship**

**File Imaging**

**Training Documents**

**Procedure Manuals**

**Oakland's Gift Policies**

**Information Technology Policies**

**Gift Forms**

**Tax Exempt Status of OU**

**Banner Module / Account Access**

**Awards and Articles**

**Government Documents**

**Related Web Sites**

**Division of University Relations**

**Give to OU**

**D.I.S. Home**


Welcome to Development Information Services (D.I.S.) at Oakland University, a department within the division of University Relations.

D.I.S. exists in order to support the activities of University Relations such as developing lifelong relationships with our students, alumni and supporters, and building a strong community that stays involved in Oakland University. Through these activities, we work together to advance the university. The support D.I.S. provides is that of a sound technological infrastructure. D.I.S. is responsible for all strategic development services activities, including gift processing, donor relations, technology, document imaging, training, and data services and will meet the needs of the fundraising professionals who use the university's relational database, while also developing and implementing strategic **operating plans** for information systems in anticipation of future needs.

Our goal is to assist in allowing the goals of the university's strategic plan be met through the highest levels of efficiency, accountability, and infrastructure support.

Sincerely,

Robert Saunders  
Director of Development Information Services



**Development Information Services**  
**John Dodge House**  
**Rochester, MI 48309-4473**



# Where to Get More Information

- **You are not expected to be the experts**
- **You are expected to know when to bring issues, in advance, to DIS**
  - **Contact**
    - **Rob Saunders, Director DIS, ext-6120**
    - **Theresa Allen, Gift Processing Manager, ext-6115**
    - **Susan Davies Goepp, VP for University Relations, ext-6150**
- **Other UR / DIS Training Needs?**

