

# AMERICAN SOCIETY OF ANIMAL SCIENCE GIFT-IN-KIND POLICY STATEMENT

(Approved May 19, 2022)

American Society of Animal Science (ASAS) reserves the right of approval or disapproval on non-cash gifts which may be offered for its benefit.

## PROCEDURES

### Gifts of Personal Property (Gifts-in-Kind)

- Acceptable items include, but are not limited to, the following, pending approval by an ASAS Executive Team Member:
  - a. Office equipment, furniture, and supplies
  - b. Computer equipment and supplies
  - c. Gift certificates, new products, or other items suitable for use as prizes or awards
  - d. Books, Journals, or Magazines
- Items not accepted include, but are not limited to, the following:
  - a. Clothing
  - b. Games and entertainment products (i.e., DVDs, CDs, and the like)
  - c. Household electronics (i.e., televisions, DVD players, radios, stereos, cameras)
  - d. Property where ASAS is obligated to maintain ownership of it in perpetuity
- Personal property gifts with fair market values of more than \$5,000 are counted at the values placed on them by qualified independent appraisers as required by the Internal Revenue Service (IRS) for valuing non-cash, charitable contributions.
- All gifts of personal property must be reported immediately to ASAS's Senior Director of Development. Team members must contact the Senior Director of Development prior to accepting or taking delivery of in-kind gifts.
- For accounting purposes, ASAS will value personal property gifts of \$5,000 and less at the fair market value regardless of the value the donor can take as a charitable deduction. Upon request, the donor may be provided with a Gift-In-Kind contribution form which will serve as their receipt.
- Gift receipts include a description of the donated property but not a dollar value. It is the responsibility of the donor to substantiate the value of a gift of property for tax deduction purposes.

To accurately record gifts of personal property and gifts-in-kind, use the following guidelines:

- "New" items are valued based on the discount price (what it would cost ASAS to purchase). Documentation is needed from the vendor stating the price that the item(s) would be sold to ASAS. The donor may question such documentation if it appears unreasonable; therefore, ASAS has the responsibility to ensure the values submitted are fair and accurate.
- "Used" items are valued based on a qualified independent appraisal or at fair market value. If no such appraisal is available or fair market value is unknown, then the gift will have a recorded value at \$1.00.
- Gifts of pro bono work and discounts or waivers of rental fees are not recognized by the IRS as tax-deductible nor are they included in gift reporting.
- Nominal items are usually less than \$100 (gift certificates, small auction items, supplies, etc.)
  - a. Such items are generally discouraged from being reported for entry into the database; however, if this information is important for the donor's record or for other reasons, it will be booked at fair market value using the discount price when available.
  - b. Documentation of the value is required from the donor.
- ASAS may not accept a gift that requires liquidation of partial encumbrances when no practical means by which such liquidation can be achieved exists. The Gift Acceptance Policy details the acceptance of specific gifts.

**Additional ASAS valuing guidelines** – ASAS provides additional guidelines when recording gifts of personal property or gifts-in-kind.

- A donor or their financial advisors, such as a lawyer or accountant, do not qualify as an independent appraiser.
- Any gift-in-kind should have usefulness to ASAS, which may include ability for liquidation of the gift for financial benefit to an ASAS fund.
- The signature of ASAS's Chief Executive Officer or Senior Director of Development is required on all Gift-In-Kind Forms for gifts of personal property to assume responsibility for submitting supporting valuation documentation.
- All receipts for gifts of personal property and gifts-in-kind include a description of the donated item but no stated value even when there is a qualified independent appraisal.
- ASAS will issue an annual report of personal property and gifts-in-kind that have been received to ASAS accounting with values more than \$5,000.
- In the situation whereby gifts are received through a charity auction the charitable contribution deductions available to those who contribute something to be auctioned is that the deduction is equal to the fair market value of the contributed property. There are exceptions, and donors should always consult their own professional advisors prior to making gifts. If the item donated has a value more than \$5,000, the deduction is dependent on a bona fide appraisal.

All gifts received by ASAS will be considered ASAS property and ASAS will determine how the item is to be used including display, sale, donation, or disposal. The donor relinquishes all rights to the items donated.

The IRS requires that non-cash gifts, including marketable securities, with a fair market value of over \$500 be documented by the donor with the filing of Form 8283 with the donor's federal income tax return. For gifts with a total value of \$5,000 or more, the donor must submit IRS Form 8283 to ASAS, along with an appraisal from a qualified appraiser. The CEO and COO are authorized to sign IRS Form 8283 to acknowledge ASAS's receipt of the gift. ASAS team members may not attest to the value the donor places on the item.

If donated equipment or material is sold or disposed of within three years of its receipt which is valued at or above \$5,000, ASAS is responsible for filing IRS Form 8282 within 125 days of disposition or in accordance with IRS exceptions to this form.

### **Related Documents or References**

Gift Acceptance Policy

Gift In-Kind Receipt

### **POLICY REVIEW FREQUENCY**

Every three years.

Gift In Kind