

AMERICAN SOCIETY OF ANIMAL SCIENCE GIFT ACKNOWLEDGEMENT POLICY

(Approved May 19, 2022)

Cash and in-kind (non-cash) donations are critical to the operation of the American Society of Animal Science (ASAS). For this reason, ASAS shall follow the procedures in this policy in order to appropriately acknowledge donors and to provide donors with the appropriate tax documentation of their gift. This policy promotes good donor relations and fulfills the obligations of ASAS under the rules of the IRS. An acknowledgment of a gift is a written notification sent to inform a donor that the proffered gift has been received.

PROCEDURE

Thank-you letters, which also serve as a tax receipt, are issued for every gift \$250 or greater. Every effort will be made to send a thank you letter, which also serves as a tax receipt, for every gift, regardless of the amount. This is, subject to the exception listed below.

- Although the value of donated services is not deductible for federal tax purposes, and although ASAS does not always have volunteer work performed when it does have volunteers ASAS's policy is to acknowledge their contributions by sending a thank you letter at the end of each year in which work was performed. Such letter may describe the type of work performed but should not indicate any value.

A thank you letter is sent within two weeks of the American Society of Animal Science's receipt of the gift. Receipts include such information as the date of the gift, donor's name, address, and gift allocation.

In accordance with IRS Publication 1771, The American Society of Animal Science must provide donors with a written acknowledgment of any donation valued at \$250 or more and an estimation of quid pro quo values in return for gifts. If no goods or services were received, the full amount of the contribution is tax-deductible as allowed by the law. If ASAS provides a good or service in exchange for a donation, ASAS must inform the donor of the fair market value of such good or service, so that the donor may subtract that amount in determining how much of the donation is deductible.

- For example: "In exchange for your contribution of \$500, you received a book with an estimated fair market value of \$75, therefore, \$425 may be considered as a charitable donation."

In-Kind contributions

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 the American Society of Animal Science, 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.

When gifts with a total value of \$5,000 or more are sold by The American Society of Animal Science within three years of receipt, the COO is responsible for filing IRS form 8282 within 125 days of disposition or in accordance with IRS exceptions to this form.

While The American Society of Animal Science does not determine the value of in-kind gifts, the Senior Director of Development determines what additional steps beyond an acknowledgment letter, if any, are appropriate to thank the donor. Standard receipts may not be issued in the following circumstances:

- Gifts-in-kind--The donor is responsible for determining the valuation of the donation and, when required, securing a formal appraisal of the value of non-cash contributions. As the recipient of the gift, ASAS and its team members are not considered authorized appraisers and shall not suggest a value to the donor for tax purposes. The donor will receive a Gift-In-Kind Receipt and will be considered their receipt of the contribution. This is in accordance with the Gift-In-Kind Policy.
- Gifts that must be valued by an independent appraisal—these include closely-held securities, real estate, mineral interests, and other special gifts, donors will receive an official letter of acceptance from ASAS.

Related Documents or References

Gift In Kind Policy

Gift In Kind Receipt

Every three years.

POLICY REVIEW FREQUENCY

Gift Acknowledgement Policy