

Donation Acceptance Policy

Please read this policy carefully.

Except where the context otherwise requires or where otherwise indicated, the terms “We,” “Us” and/or “Our” refer to Gaudin L. Charles Ministries, Gaudin & Christianne Charles Foundation, Redeemed (the “Church;”) Amadeo Community Outreach and any of our affiliated organizations as appropriate to the context (hereinafter referred to as the “Party” and collectively as “Parties.”). The terms “You” and/or “Your” refers to any person and/or organization.

I. Overview

GAUDIN L. CHARLES MINISTRIES, INC, (hereinafter collectively referred to as the “Ministries”), not-for-profit entity organized pursuant to the provisions of the Statutes Chapter §761 of the State of Florida, of the Federal Laws of the United States of America and of International Laws, recognized by the Internal Revenue Services (the IRS) as an exempt organization, encourages the solicitation and acceptance of donations to the Ministries for purposes that will help the Ministries to further and fulfill its mission. The Ministries shall comply with the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving.

The following policies outline the process by which prospective donations to the Ministries or for the benefit of any of its programs, congregations and special ministries shall be accepted.

The mission of our Ministries is not only to inspire people to be who God created them to be but also to save one soul at a time for the Kingdom. In addition, the mission of our Ministries is to initiate and support community-based programs that promote education, health, social skills and activities of and for underprivileged and underserved community.

II. Purpose of Policies

The Ministries may solicit current and deferred donations from individuals, corporations, and foundations to secure the future growth and mission of the Ministries. These policies govern the process for the review of prospective Donations prior to acceptance by the Ministries; the type of asset and the form of the proposed donation will affect the review process undertaken by the Ministries. These policies are also intended to guide prospective donors and their advisors when considering a donation to the Ministries. The provisions of these policies shall apply to all donations to the Ministries for any of its programs or services.

III. Ethical Standards

Our Ministries are driven by high standards of ethics. The primary consideration of donation acceptance or solicitation will be the impact of the donation on the Ministries. The principles underpinning this policy are:

- a) transparent and ethical processes for the acceptance, rejection and management of donations;
- b) protecting the confidentiality of donors and sponsors consistent with their wishes and to the extent provided by law;
- c) adequately identifying funds and using them for the purpose for which they were provided;
- d) compliance with all relevant Federal Law, IRS Code and international laws governing donations; and
- e) utilization of a strategic, consistent and coordinated approach for the seeking and acceptance of donations.

When considering whether to solicit or accept a donation the Ministries will evaluate the following factors:

- i) Values – whether the acceptance of the donation compromises any of the core values of the Ministries.
- ii) Compatibility – whether there is compatibility between the intent of the donor and the Ministries use of the gift
- iii) Public Relationships – whether acceptance of the donation damages the reputation of the Ministries.
- iv) Primary Benefit – whether the primary benefit is to the Ministries, versus the donor.
- v) Consistency – whether acceptance of the gift is consistent with prior practice
- vi) Form of Gift – whether the gift is offered in a form that the Ministries can use without incurring substantial expense or difficulty
- vii) Effect on Future Giving – whether the gift will encourage or discourage future gifts.

The Organization shall not accept gifts that:

- i. Violate the terms of the Operative Agreement; or
- ii. Would jeopardize the Organization's status as a 501(c)(3) tax exempt organization under the Federal laws of the United States of America and the State Statutes of the State of Florida.

IV. General Practice

a. Use of Licensed Professionals

The Ministries reserves its right to seek the advice of licensed professionals with respect to the matter(s) relating to the acceptance of donations when appropriate.

Review by licensed professionals is recommended for:

- Donations of closely held stock that is subject to restriction or a buy-sell agreement;
- Donations involving contracts, such as bargain sales or other documents requiring the Ministries to assume an obligation;
- Transactions with potential conflict of interest that may invoke IRS sanctions;

- Other instances in which use of counsel is deemed appropriate by the Donations Acceptance Committee.

The Ministries shall encourage donors to seek independent professional to represent the donor's interests and to explore the alternatives, costs, tax benefits and obligations of potential donations.

The Ministries shall have no responsibility to provide technical or legal advice to the donor or an analysis of the resulting tax and estate planning consequences to the donor.

b. Due Diligence

In compliance to all federal, international and state laws, we conduct due diligence on our donors to gather the relevant information needed to inform a decision of whether or not to seek/accept a donation. The amount of information needed will depend on

- i) the value of the donation, and
- ii) whether the donor is an individual or an organization.

Donors shall be required to give information of either of the following,

- Are they registered with the relevant regulator e.g. Companies House, Charity Commission, Financial Conduct Authority?
- Are they compliant/ up to date with required returns or? Are they under investigation?
- Can we view their governing document?
- Can we view their accounts?
- Are the directors/trustees/individual connected to any other organizations under investigation or with repeated late returns?

Internet and social media checks

- Are they present and active on platforms such as twitter, Facebook, Instagram, LinkedIn?
- Have they received any adverse publicity? How long ago? What for?
- Is their brand well known? What is their reputation with the public/ your charity's stakeholders?
- What policies do they have e.g. anti-slavery, environmental?
- Are they publicly part of any networks, societies, membership organizations or political parties?
- Is the source of their wealth publicly known and potentially problematic?
- Who else do they donate to or support in other ways?

V. Unrestricted and Restricted Donations

The Ministries will accept unrestricted donations and Donations for specific programs and purposes, provided that such donations and Donations are not inconsistent with its

stated mission, purposes, policies and priorities. The Ministries will not accept donations that are too restrictive in purpose.

Donations that are too restrictive are those that violate the terms of the corporate charter, Donations that are too difficult or costly to administer or value, or Donations that are for purposes outside the scope of the mission of the Ministries. The Donations Acceptance Committee will review all restricted Donations and make recommendations to the Trustee Board.

VI. Donation Acceptance Committee

The Donations Acceptance Committee shall have as its members:

- a. A Duly Authorized Representative (DAR) of GLC Ministries appointed by the Trustee Board
- b. Other members: [NAME OTHER MEMBERS OF ACCEPTANCE COMMITTEE]

The Donations Acceptance Committee is charged with the responsibility of reviewing all donations. The purpose of the review by the Donations Acceptance Committee is to properly screen donations and make recommendations to the Trustee Board.

The Duly Authorized Representative will not have authority to bind the Ministries contractually without express prior written authority from the Trustee Board or officers of the Trustee Board legally empowered to bind the Ministries contractually.

VII. Types of Donations

- a. The Ministries will accept outright donations of cash and unencumbered publicly traded securities.
- b. Donations of real or personal property other than cash and publicly traded securities or Donations in a form other than outright are subject to the review of the Donations Acceptance Committee.
- c. The following criteria guide the acceptance of each gift:
 - i) Cash and Publicly Traded Securities. Cash and publicly traded securities are acceptable in any form. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Trustee Board. In some cases, marketable securities may be restricted by applicable securities laws; in such instance the Donations Acceptance Committee will make recommendations on the acceptance of the restricted securities.
 - ii) Tangible Personal Property. Donations of tangible personal property shall be examined in light of the following criteria:
 - Does the property fulfill the mission of the Ministries?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display, or sale of the property?
 - Are there any carrying costs for the property?
 - Is the property's value ascertainable?

The Donations Acceptance Committee shall make recommendations on the acceptance of tangible personal property Donations.

- iii) Closely Held Securities. Closely held securities, which include not only debt and equity positions in non-publicly traded companies, but also interests in limited partnerships and limited liability companies, or other ownership forms, may not be accepted without the review of the Donations Acceptance Committee.

The Donations Acceptance Committee shall review the facts and circumstances to determine the following:

- Are there any restrictions on the security that would prevent the Ministries from converting the security to cash?
- Is the security marketable?
- Will the security generate an undesirable tax consequence for the Ministries?

If potential problems arise on the initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on the acceptance of the closely held stock. The Donations Acceptance Committee and legal counsel, if applicable, shall make a recommendation on the acceptance of closely held securities. Every effort will be made to sell non-marketable securities as quickly as possible.

- iv) Real Estate. Donations of real estate may include developed property and undeveloped property. All Donations of real estate interests must be evaluated and inspected by an authorized representative of the Donations Acceptance Committee prior to acceptance. Such inspection shall include an initial environmental review of the property to ensure that the property has no environmental liability or hazard. In the event that the initial inspection reveals a potential problem, the Ministries may retain a qualified inspection firm to conduct an environmental audit if the Donations Acceptance Committee recommends further inspection. The cost of the environmental audit generally shall be at the sole expense of the donor. When appropriate, a title insurance binder shall be obtained by the Ministries prior to the acceptance of the real property gift. The cost of this title insurance binder generally shall be at the sole expense of the donor.

Prior to acceptance of real property, the following information should be provided by the donor:

- Map showing location of property
- Legal description of property
- Proof of marketable title and ownership
- Registered land surveyor's survey of Subject property
- List of improvements
- Copies of current leases and persons in possession, if any
- List of encumbrances, including deed restrictions or covenants, liens and current expenses, if any
- Copy of current year's tax bill

- Notice of pending assessments
- Proof of payment of taxes, assessments, and association fees, if any
- Copy of title insurance policy or a recent title insurance commitment, including copies of all documents shown as exceptions to title on the report
- Recent appraisal or other acceptable valuation, which will be attached to the donor's IRS Form.
- Written statement from the donor identifying any known waste disposal sites or spills of hazardous waste material on the property, or statement to the contrary if any
- Written statement from the donor outlining purposes of donation, including gift restrictions, if any

Prior to acceptance of the real property, the gift must be recommended by the Donations Acceptance Committee and the Ministries's legal counsel. Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of the Ministries?
- Is the property marketable?
- Are there any restrictions, covenants, reservations, easements, or other limitations on use associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, associated with the property?
- Does the environmental audit reflect that the property has liability issues?

v) Remainder Interests in Property. The Ministries may accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions concerning real estate herein above. The donor or other occupants may continue to occupy the real property for the duration of the stated life or lives. Insurance by life tenant will be required. Upon the death of the life tenant or life tenants, the Ministries may use or sell the property as it deems appropriate. During the life tenancy, expenses, including maintenance, real estate taxes, liability insurance, and indebtedness, shall be paid by the donor or life tenant, as the case may be.

vi) Oil, Gas, and Mineral Interests. The Ministries may accept oil and gas property interests, when appropriate. Prior to acceptance of an oil and gas interest the gift shall be recommended by the Donations Acceptance Committee, and if necessary, by the Ministries's legal counsel. An environmental review may be undertaken.

Criteria for acceptance of the property shall include:

- Do the surface rights have a value of \$20,000 or greater?
- Does the oil, gas, or mineral interest generate at least \$3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift)?
- Are there any extended liabilities or other considerations that make receipt of the gift inappropriate?

- A working interest may only be accepted where there is a plan to minimize potential liability and tax consequences.
- vii) Bargain Sales. The Ministries will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of the Ministries. All bargain sales must be reviewed by the Donations Acceptance Committee and to the extent the bargain sale involves real estate, the provisions concerning real estate hereinabove above must be met.

Factors used in determining the appropriateness of the transaction include:

- Does an independent appraisal substantiate the value of the property?
 - If the Ministries is asked to assume debt with the property, is the debt ratio less than 50% of the appraised market value?
 - Can the Ministries use the property?
 - If the property is to be sold, is it reasonable to expect a sale within twelve months of the property being placed on the market?
 - What are the expected costs to safeguard, insure, and maintain the property during the holding period?
- viii) Life Insurance.
- a. Donation Policy. The Ministries must be named as both primary beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. A gift of a policy is valued at the interpolated terminal reserve value, or cash surrender value on the date of the transfer of ownership. If the donor contributes future premium payments, the Ministries will treat the amount of the additional premium as a gift in the year that it is made. If the donor does not elect to continue to make Donations to cover premium payments on the life insurance policy, the Ministries may continue to pay the premiums, convert the policy to paid-up insurance or surrender the policy for its current cash value, as the Ministries deems appropriate.
 - b. Designation as Beneficiary of Policy. Donors and supporters of the Ministries will be encouraged to name the Ministries as a primary beneficiary or a contingent beneficiary of life insurance policies. Such designations shall not be recorded as Donations to the Ministries until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- xi) Retirement Plan Beneficiary Designations. Donors and supporters of the Ministries will be encouraged to name the Ministries as a beneficiary of an individual retirement account, a 401(k) account, a 403(b) account or other retirement plan. Such designations will not be recorded as Donations to the Ministries until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- xii) Bequests. Donors and supporters of the Ministries will be encouraged to make bequests to the Ministries under wills and trust instruments. Such bequests will not be recorded as Donations to the Ministries until such time

as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

VIII. Stewardship

Recording and Managing Donations. GLC Ministries will receive, bank and process all donations in a timely manner. Any copies of documentation such as letters, cards, notes and agreements will be filed appropriately.

GLC Ministries is responsible for ensuring that all monetary funds received are deposited into the correct bank account for either domestic or overseas donations (and separate from general operations). GLC Ministries must ensure that:

- the funds are deposited within 72 hours of receipt into the appropriate GLC Ministries account.
- the donor is issued with an official receipt for tax purposes, and
- appropriate acknowledgement and letter of thanks is sent to the donor.

GLC Ministries will maintain a secure fundraising database that will record sufficient information in order to manage the donation with regards to the donor's intent. Each record may contain:

- the name and contact details of the donor or their legal representative
- the type of donation (cash, in-kind, bequest, etc.)
- a description of the donation (cheque, cash, credit card, pledge, in-kind services)
- the value of the donation, including pledge period, if appropriate
- the conditions of the donation (if applicable) including whether the donation is to be endowed and the terms of the endowment
- the purpose to which the donation is to be used if any
- the receipt details (including receipt number and date)
- the recognition provided to the donor by GLC Ministries
- the history of contact with GLC Ministries, and
- who was responsible for soliciting the donation and who is responsible for nurturing the donor relationship.

In the case of donations made in-kind the amount of the donation recorded will be that amount stipulated through independent valuation.

Tied donations will be managed separately and in accordance with the donor's intent. Wherever possible GLC Ministries will use the donation in accordance with the original specified purpose and conditions. Where this is not possible, GLC Ministries will contact the donor, or their representative, to discuss alternative acceptable purposes, or refund.

GLC Ministries will inform the donor (or their legal representative) of the use to which donations have been disbursed, the amount of the disbursement, and if appropriate, the recipient.

GLC Ministries will prepare timely acquittal reports in line with the original agreement with the donor (if any.)

IX. Donor Privacy Policy

GLC Ministries is committed to ensuring the privacy of donor's personal information. We will not sell, share or trade donor's names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations.

This policy applies to all information received by our organization, both online and offline or on any other platform as well as any electronic, written, or oral communications.

To the extent any donations are processed through a third party, service provider, our donors' information will only be used for purposes necessary to process the donation.

MISCELLANEOUS

- A. Pledge Agreements: Acceptance by the Ministries of pledges by donors (including by way of matching gift commitments) shall be contingent upon the execution and fulfillment of a written charitable pledge agreement specifying the terms of the pledge. All pledge agreements require prior approval of the Donations Acceptance Committee.
- B. Appraisal and Legal Fees. It will be the responsibility of the donor to secure a qualified appraisal (where required) and independent legal counsel for all gifts made to the Ministries.
- C. Nondiscrimination: The Foundation will not discriminate or condone discrimination in its activities. GLC Ministries will
- D. Written Acknowledgement. The Donation Committee shall provide written acknowledgement of all gifts made to the Ministries and comply with the RS Code 170, IRS Code sec 6115, laws in accordance with respective countries of donors, international laws requirements on acknowledgement of the gifts.
- E. Policy Review and Amendments: This Policy has been reviewed and accepted by the Donations Acceptance Committee which has the sole power to change this Policy. In addition, the [Governing Body/Board of Directors] must approve in writing any deviations from this Policy.
- F. Jurisdiction: This agreement shall be governed by the laws of the State of Florida, U.S.A, and all disputes arising out of this Agreement shall be determined in any court of competent jurisdiction in the State of Florida, U.S.A.