

Workshop B12: Accreditation Requirements
Friday, September 15
Rally 2022 – New Orleans, LA

Exercise 1: Gift Acknowledgement Letters

The *Requirements Manual* includes requirements for gift acknowledgement letters and donor restrictions in the finance section. Review the requirements and the case study below. Imagine that you are an accreditation reviewer. Working with a person next to you, answer the discussion questions and be prepared to report back your findings.

Requirements

III. Gift Acknowledgement and Donor Restrictions ^{5B2, 5B3}

1. **Gift acknowledgement letter for any gift[?] greater than \$250 provided contemporaneous to the gift.**
([?]Cash, land, or conservation easements, even if donor indicates deduction may not be taken.)
2. **Gift acknowledgement letters include the following:**
 - a. **Detailed gift description**
 - b. **Statement that no goods or services were provided and/or a good faith estimate of the value of any goods and services provided**
3. **Donor-restricted moneys are appropriately classified, tracked, and used; financial records show the following:**
 - a. **Gifts/grants solicited using the term “endowment” or solicited for other specific purposes are donor restricted in accordance with the donor/grantor materials**
 - b. **The receipt and use of funds are in accordance with donor/grantor restrictions**

Case Study

Green Acres Land Trust submitted its renewal application and provided documentation for its most recent conservation easement transaction. Looking at the documents you learn the following:

Jayne Smith and Green Acres Land Trust completed a bargain sale conservation easement transaction on her 250 acre farm in Saratoga County, New York. As part of the bargain sale transaction, Green Acres Land Trust paid \$50,000 for the conservation easement. Both parties signed the deed on 12/20/2021, and the conservation easement was recorded on 1/5/2022.

