

November 15, 2018

# Gift Acceptance and Campaign Counting

<https://policy.usc.edu/gifts/>

## *Real estate*

- The minimum value for any gift of real estate is \$100,000, net of all fees, expenses and commissions.
- The university may accept gifts of many types of real estate, such as residential, commercial, apartment buildings, vacation properties and undeveloped land.
- The Office of Real Estate and Asset Management coordinates and approves all gifts of real estate, and has specific due diligence review requirements that must be followed prior to the acceptance of any gift.
- Gifts of real estate which are subject to mortgages are rarely acceptable, as they may result in financial liability for the university and can cause adverse tax consequences for the donor(s). All such gifts require prior approval of the Senior Vice President for University Advancement.
- The Office of Real Estate and Asset Management and the Senior Vice President for University Advancement must approve, in advance, the receipt of any real property where there are donor-imposed restrictions on the sale, or if it is not readily marketable.

The value of gifts of real estate will be determined based on the fair market value of the real estate on the date of the gift. If the donor has obtained an appraisal that meets IRS tax deduction substantiation requirements, the university may use the appraisal for gift accounting purposes. If an appraisal is not available, an alternative method of valuation acceptable to the Office of Real Estate and Asset Management will be used.

- Retained life estates—the university may accept a gift of a personal residence which is subject to a retained life estate. The Office of Real Estate and Asset Management and the Office of Gift Planning coordinate the due diligence review process on these gifts. It is required that the donor assume responsibility for ongoing property taxes, insurance and maintenance for the duration of the life estate. Consistent with CASE standards, retained life estates will be counted and donors credited with the appraised market value of the property on the date of the gift. Gift receipts will be issued in accordance with Internal Revenue Service (IRS) guidelines.

### ***Gifts of tangible personal property which are to be sold***

- The minimum value for a gift of tangible personal property to be sold is \$10,000, net of expenses and commissions.
- Gifts of tangible personal property include: automobiles, boats, art, jewelry, furniture, etc.
- The Office of Real Estate and Asset Management is responsible for conducting due diligence review on, and approving the acceptance of, all gifts of tangible personal property. It also manages the sale of such assets.

### ***Gifts of tangible personal property which are to be kept and used by USC***

The university often receives gifts of tangible personal property that it plans to keep and use in furtherance of its mission. Examples include artworks, computer hardware, laboratory equipment, athletic equipment, etc. Note that software licenses are not considered to be bookable gifts per CASE guidelines, because USC does not “own” those licenses.

A dean of a school or a head of a unit may authorize acceptance of tangible personal property to be kept and used after taking into consideration the following factors:

1. Whether the property furthers the mission of the university or a specific school or unit;
2. carrying costs and potential liability;
3. costs relating to long-term storage;
4. any donor-imposed restrictions on the use, display or sale of the property; and
5. costs relating to transportation and/or installation.

The dean or unit head should first seek approval from the Senior Vice President for University Advancement before proceeding.

Information about any gift of tangible personal property should be forwarded to Advancement Gift Services, which will credit the donors and prepare an appropriate gift receipt.