

**SOP # 10.4**

**Prepared by:** Bylaws/Policy & Procedure Comm.

**Revision:** 2-27-13, 4-24-13, 4-23-14,  
9-23-15, 10-26-16

**Effective Date:** 1-25-12

**Approved by:** Board of Directors

**Title:** **SANTA ROSA PLATEAU FOUNDATION (SRPF) - ENDOWMENT FUNDS**

**Policy:** The endowment fund was established with The Community Foundation (TCF), Riverside, CA, in January, 2012. The endowment fund is comprised of funds specifically set aside for sustaining the SRPF operations. Endowment funds will be invested and managed under the terms of the agreement between the SRPF and TCF. That agreement will be reviewed the first quarter of the calendar year by the Budget and Finance Committee with a follow-up report given to the SRPF Board of Directors.

**Purpose:** To enhance the current financial stability of the SRPF and to provide financial security for the future.

**Scope:** The Board of Directors will seek funds through gifts, bequests, planned giving, life insurance and other appropriate mediums.

**Procedure:**

**1.0 ACCEPTANCE GUIDELINES**

It is not required that all gifts be accepted for the endowment fund. All offered gifts to the endowment fund must comply with the Gift Acceptance Policy. Prior to acceptance of the following gifts advice of The Community Foundation and/or legal counsel will be obtained in all matters pertaining to the following:

1. Gifts of real property
2. Life estate contracts that are without encumbrance
3. Ownership of any life insurance policy
4. Charitable gift annuities or charitable trusts

**2.0 ENDOWMENT, RESTRICTED AND UNRESTRICTED FUNDS DEFINITIONS**

1. The TCF Endowment Fund is made up of funds that (a) have been so allocated by the SRPF Board of Directors or (b) have been donated with the stipulation that the principal of the donation be maintained inviolate and in perpetuity. Only income from the investments of this fund may be expended. All interest and dividends earned in the endowment fund will be reinvested in said fund unless the SRPF Board of Directors mandates a change of this policy.
2. **Restricted funds** are donations that are “restricted” or designated for a particular purpose by the donor.

3. **Unrestricted funds** are funds that are contributed without any restriction by the donor. **Unrestricted funds** may also be funds raised by the SRPF for use in general operations.

### **3.0 DONOR CONSIDERATION**

1. All programs, trust agreements, contracts or commitments will benefit first and foremost the individual needs of the donor and, secondly, the SRPF. Never will a charitable gift be urged upon a donor that will benefit the SRPF at the expense of the donor's interest.
2. All prospective donors will be urged to seek their own legal counsel in matters related to planned giving.
3. All information concerning donors or prospective donors, including their names, the names of their beneficiaries, the amount of the gift, size of the estate, etc., will be kept strictly confidential by the SRPF and its staff unless permission is obtained from the donor to release such information.

### **4.0 DISBURSEMENTS TO THE ENDOWMENT FUND**

Within one hundred twenty (120) days of completion of the SRPF's close of fiscal year an amount not to exceed ten percent (10%) of the unspent portion of the SRPF's excess funds (Revenue exceeding Expenditures) will be disbursed to the SRPF endowment fund managed by The Community Foundation of Riverside and San Bernardino Counties unless the SRPF Board of Directors determines that said disbursement would imperil the SRPF's children's education programs and/or the continuation of general operations.

### **5.0 REVIEW AND AMENDMENTS**

The statement of policy, procedures, and guidelines will remain in force until changed by the SRPF Board of directors.