



FINAL POLICY

Policy Name	Unrestricted Bequests
Policy Category	Administrative
Policy Approved By	Board of Trustees
Responsible Division Head or VP	Vice President for Finance and Strategic Partnerships and Vice President for Advancement
Responsible Department	Finance & Operations
Responsible AVP or Director	Controller
Original Policy Date	01/30/2010
Last Known Revision Date	06/01/2021
Current Policy Effective Date	02/12/2022
Recommended Policy Review Date	02/12/2025
Policy Applies To	Board of Trustees and Administration
Additional Authority/References	Quasi-Endowment Policy, Investment Policy Statement of the Endowment Fund

POLICY PURPOSE

Albright College, through its Board of Trustees (“Board”,) should establish how the cash proceeds from Unrestricted Bequests are used and/or designated by the College.

Unrestricted Bequests represent any realized bequest gift that the College receives that has not been restricted by the donor. This policy establishes how proceeds from Unrestricted Bequests can be used and designated.

BACKGROUND

On January 30, 2010, the Albright College Advancement Committee and the Finance Committee recommended to the Board the original Unrestricted Bequest Policy. Recognizing the College’s endowment and its physical plant as the two most significant assets on the College’s balance sheet, all Unrestricted Bequests valued at or above \$10,000 were to be split evenly between the endowment and investments in the College’s facilities. The policy was approved and adopted by the Board on January 30, 2010. The portion of Unrestricted Bequest funds invested in the endowment were to be accumulated in a quasi-endowment fund referred to as the Quasi Endowment Fund. The funds to be invested in the physical plant were to be segregated in a separate account referred to as the Bequest Capital Fund and were to be invested conservatively.

In April/May 2015, the Advancement Committee and the Finance Committee recommended to the Board an amendment to the original policy. The first \$150,000 of Unrestricted Bequests received in any given fiscal year were to be used to support the College’s operating budget. Additional Unrestricted Bequests received above \$150,000 were to be split evenly between the endowment (via the Board Designated Unrestricted Endowment Fund, noted above), and investments in the College’s facilities (via the Bequest Capital Fund, noted above). This policy amendment was approved and adopted by the Board on May 2, 2015 and was applicable beginning with fiscal year 2015 and all subsequent fiscal periods, unless and until further amended.

DEFINITIONS

TERM	DEFINITION
<u>Bequest</u>	A transfer of personal property such as cash, securities, or other assets upon a donor’s death, as specified in their will.
<u>Restricted Bequest</u>	A bequest that is restricted by a donor for a particular purpose.
<u>Unrestricted Bequest</u>	A bequest that is not restricted by a donor for a particular purpose and can be used by the College.
<u>Quasi-Endowment Fund</u>	A Quasi-endowment Fund is an expendable fund designated by the Board for medium- to long-term investment and is governed by the Quasi-endowment Policy.

POLICY TEXT

All undesignated bequests received by the College during any given fiscal cycle, effective 6/1/2021, shall be placed in the Quasi Endowment Fund. Once placed in the Quasi Endowment the funds are governed by the Quasi Endowment policy with respect to their declared purpose and utilization. With respect to their safe keeping these funds will be governed by the Investment Policy Statement of the Endowment Fund.

REVISION LOG

DATE OF REVISION	MAJOR CHANGES <i>(Note: electronic copies of the former versions of the policy must be maintained within the unit, department, or division)</i>
Click or tap to enter a date.	
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