1 2	GEORGIA STATE UNIVERSITY FOUNDATION, INC.		
3	Procedure number/name: 2.4a Gift Annuity Establishment Procedure		
4 5	Issuin	ng date: Effective date:	
6 7 8	Relat	ed policy number/name: 2.4 Gift Acceptance Policy, Title IV, Planned Giving	
9 10 11	Proce	edures Approved by: President of the foundation/vice president for development	
12 13 14	l.	Introduction	
15 16 17 18 19		The planned giving program emphasizes charitable gift annuities (CGA's). CGA's are covered under title IV of the gift acceptance policy. The objective of this procedure is to establish an efficient and effective procedure for processing charitable gift annuities from intake to investment with the fiscal agent consistent with the gift acceptance policy.	
2021222324	II.	Revision history Originally approved on 8/9/2006.	
24252627	III.	Definitions None.	
28 29 30	IV.	Persons affected	
31 32 33 34		Donors and their financial/tax advisors, Development staff, university administrators and faculty involved in fund raising, external fiscal agent for the planned gifts.	
35 36	V.	Roles and responsibilities	
37 38 39 40 41 42 43 44		 Responsibilities of the director of gift planning. Initiates the process. Initiates "Procedure for Acknowledging Planned Gifts." Prepares two originals of the "Charitable Gift Annuity Agreement," obtains signatures and gives an original to the donor. Provides donor with required federal disclosure statement. Submits to the Office of Gifts and Records Management a packet of information composed of: 	

45		 an original and a copy of the agreement
46		 the donor's check (or non-cash gift documentation)
47		 a completed fiscal agent's CGA set up form (see Exhibit 1),
48		Foundation CGA "Donor Information Form" (see Exhibit 2) –
49		attach voided check if donor wishes payouts to be made by
50		direct deposit
51		"Summary of Annuity" (Crescendo), highlighting gift amount
52		present value of annuity, and charitable gift value
53		 "Charitable Deduction" (Crescendo)
54		 "Annuity Income Taxation" (Crescendo)
55		
56	B.	Responsibilities of the director of gifts and records management or
57		designee:
58		Records the gift in Raiser's Edge and forwards the packet of
59		<u>information</u> to the foundation accounting, scanning copies to donor's
60		record in Raiser's Edge and keeping copies as he or she may deem
61		appropriate for office records .
62		
63	C.	Responsibilities of foundation accounting:
64		Books the gift in Financial Edge, deposits check to foundation's gift
65		annuity pool at the fiscal agent, files the original agreement in the
66		foundation safe, retains copies of appropriate documentation and
67		transmits the remainder of the packet of information to the fiscal agent.
68		
69		(Under the "Procedure for Acknowledging Planned Gifts," planned
70		gifts are not included in acknowledgement templates generated by the
71		Office of Gifts and Records Management for signatures by president of
72		the university and president of the foundation. The procedure
73		provides for a separate method of processing of planned gifts.)
74		
75	D.	Chief financial officer of the foundation or designee(s)
76		1. Receives and reviews quarterly statement of investments and
77		updates accounts.
78		2. Receives and reviews documentation on payments to annuitants
79		and copies of Annual 1099R.
80		3. Maintains appropriate files in the foundation offices.
81		
82	E.	Responsibilities of the fiscal agent are defined in the master trust
83		agreement and/or other documents.
84		1. Securities and "Mutual Fund" Transactions.
85		Securities eligible for DTC handling will be transferred directly to
86		the gift annuity pool according to the fiscal agent's transfer

87	instructions. Securities in certificate form will be transferred in			
88	accordance with the foundation's "Instructions for Stock Gifts."			
89				
90	F. <u>Procedure Review</u> . Appropriate staff will review this procedure			
91	annually.			
92				
93	VI. Procedures			
94				
95	See "Roles and Responsibilities" above.			
96	1			
97				
98	HELP			
99				
100	People to contact			
101	Position Title	Campus Location	Phone Number	Email Address
102	Director, Gift Planning	742 1PP	3-3425	ceckoff@gsu.edu
103				
104	Additional information	and resources		
105				
106	2.4 Gift Acceptance Policy, Title IV, Planned Giving			
107	2.4c Planned Giving Acknowledgement Procedure			
108				
109	Exhibit 1, SunTrust Bank, Atlanta gift annuity set up form			
110	Exhibit 2, Foundation gift annuity donor information form			
111	Exhibit 3, Sample transmittal form			
	, 1			

DATE:		\neg	Exhibit 1
SET UP A GIFT ANNUITY F		Π ΓΑ IS REQUESTED STATE UNIVERSIT	
NAME:			
ADDRESS:			
CITY:	STATE:		ZIP CODE:
SS # :	STATE.	DATE OF BIRTH:	
		DATE OF BIRTH	•
SECOND ANNUITANT: NAME: ADDRESS:			
OLTY			710 0005
CITY:	STATE:	DATE OF DIDTU	ZIP CODE:
55 # :		DATE OF BIRTH:	
TYPE OF ANNUITY: CURRENT: GIFT AMOUNT: * COST BASIS: *		DEFERRED: GIFT DATE: ANNUITY RATE:	*
PAYMENT SCHEDULE AND			
ANNUAL:	SEMI-ANN:		QTRLY:
PARTIAL PAYMENT DATE	=: *	PARTIAL PAY	MENT AMOUNT: *
IF TWO ANNUITANTS, PAY JOINTLY: St	MENTS MADE JCCESSIVELY]
REQUIRED RESERVE:			
TAXATION SHEET ATTACH	ED:		
DIRECT DEPOSIT: (A	TTACH COPY	OF VOIDED CHEC	CK)
BANK ADDRESS:			

ABA NUMBER:

BANK PHONE NUMBER:

ACCT NUMBER:

REQUESTED BY:

*TO BE COMPLETED UPON FUNDING OF GIFT

GEORGIA STATE UNIVERSITY FOUNDATION. INC. **CHARITABLE GIFT ANNUITY**

Donor Information Form

This form is intended to supplement information provide on the fiscal agent's CGA set up form.

1.	Date of Transfer:
2.	Name(s) and Banner ID('s) of Donor(s):
3.	Legal Address of Donor(s):
4.	Discount Rate (Month/Date):
5.	Cost basis for gifts of long-term appreciated property:
6.	Holding period for gifts of capital assets:
7.	Gift Restrictions:
8.	Right to revoke secondary Annuitant(s)'s annuity interest:
9.	Asset and Transfer Instructions:
ach	ments:

Copy of "Charitable Gift Annuity Agreement"

[&]quot;Summary of Annuity" (Crescendo)
"Charitable Deduction: (Crescendo)

[&]quot;Annuity Income Taxation" (Crescendo)

Sample Letter of Transmittal

DATE	
Name, Title and Address of Fisca	l agent Contact Person
Re:	Gift Annuity, Name of Annuitant
Dear:	
Attached is a check for \$XX,XXX will find:	for annuity from Name of Annuitant. Enclosed you
 The gift annuity set up fo The Donor Information F A copy of the agreement, "Summary of Annuity" ("Charitable Deduction" ("Annuity Income Taxation") 	Crescendo), Crescendo), and
We received the property and sig	gned agreement on DATE.
Please let me know if you need ac XXXX.	dditional information. I can be reached at (404) 651-
Sincerely,	
Name and Title of GSU Contact	
Enclosures	