



STOCK DONATION POLICY

This policy represents professional advice given by Grace and Associates CPA and applies to the receipt of stock to Imperial College Foundation, Inc. This documents defines the stock donation guidelines and the Foundation's stock disposition policy,

- a. **Type of stock accepted:** Imperial College Foundation, Inc. accepts as donation stocks on publicly traded securities, such as the NYSE, ASE, NASDAQ or other readily available markets.
- b. **How to make a stock donation:** Please follow the steps below when making a gift of stock to the Imperial College Foundation, Inc.:
 1. Provide to the Imperial College Foundation, Inc. the following information regarding the transfer in writing:
 - a. Company name, number of shares transferred, and estimated value of transfer;
 - b. Your name, address, and telephone number;
 - c. Date of donation.
- c. **Where to make a stock donation:**

Name of organization: The Imperial College Foundation, Inc.
Broker: Wells Fargo Command Asset Program
Account number: 4899-0429
Clearing number: 0141
- d. **The valuation of the donation:** It will be the average of the daily high and low of the stock price on the listed per the respective exchange as noted in the Wall Street Journal.
- e. **The date of the donation:** For stocks received electronically, the date the stocks are received into the securities account.
- f. **The holding period of the stock:** All securities are sold immediately upon receipt to minimize the risk of the stock depreciating in value and causing a loss.
- g. **The accounting entries to record the stock:** Stock donations will be recorded at the average of the high/low price and designated to the fund as indicated by the donor. Any gain or loss on disposal will be recorded as the difference between the donation price and the sales price at time of sale. Commissions and fees associated with the sale will be recorded and coded to the commissions and fees account.

Date reviewed: 31 July 2018

Next review date: 31 July 2019