



## **Diocese of Scranton** **Bequest Policy and Procedure**

The purpose of this policy is to clarify the disposition and handling of bequests in the Diocese of Scranton. A bequest under this policy will mean any type of gift in which the assets are transferred upon the death of the donor. The assets within a bequest may be in any form, such as cash, securities, personal property, real property, etc. . This policy applies to all gifts within a bequest whose value is estimated to be in excess of \$10,000 made to any institution, department or parish within the Diocese of Scranton.

### **Procedure:**

- When a Diocesan parish, department or institution is first informed of a possible bequest, the information about the anticipated bequest is to be immediately reported to the Office of the Chancellor.
- When the paperwork regarding the bequest is received by the beneficiary, the information is to be submitted to the Bishop's Office for review by the Diocesan Budget and Management Committee, which will determine if the gift is appropriate to be accepted. The Committee will take into consideration if the gift will further the mission of the Diocese and not create any administrative burden or otherwise cause the Diocese to incur any excessive expenses. The Committee will also review the bequest for any reversionary clause or restriction that may be considered unacceptable. The Diocesan Chief Canonical Counsel and the Diocesan Solicitor will be consulted when necessary.
- If the bequest is to be accepted, the intended beneficiary (e.g., parish) will be notified in writing so that the process of accepting the bequest can move forward. Likewise, if the bequest is to be refused, the intended beneficiary will be notified so that the appropriate parties can be informed of the decision to decline the bequest.
- A 10% assessment is to be paid to the Diocese of Scranton at the time the bequest is received. A request for exception to this assessment can be made to the Office of the Bishop. Such requests must be in writing and must include justification as to why the 10% assessment should be deferred.
- The bequest will not be subject to the typical assessments, including the Cathedraticum, Clergy Care and Catholic School assessments.
- The full amount of the bequest shall be reported in the Annual Financial Report when submitted to the Diocesan Finance Office.

Questions regarding the Designated Fund Policy can be addressed to the Diocesan Chancellor at (570) 207-2216.

*September, 2012*