

**CSU**



**ICSUAM**

**Section 15000**

**University Advancement**

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# 15401.00 | Fundraising - Matching Gifts

Effective Date: 9/1/2014 | Revised Date: 9/1/2014

## POLICY OBJECTIVE

It is the policy of the California State University (CSU) to accept matching gifts in compliance with eligibility requirements. Matching gift programs issue conditional gifts to fulfill certain purposes. By completing an appropriate matching gift claim, the recipient organization acknowledges that it understands the conditions of the program and to the - best of its knowledge – the request submitted fulfills those conditions. Each campus is required to develop written procedures, consistent with this policy.

## POLICY STATEMENT

### 100 PURPOSE

The purpose of this policy is to establish proper internal controls for the acceptance of matching gifts. It is guided by industry best practices published by the Council for Advancement and Support of Education.

### 200 SCOPE

This policy governs matching gift acceptance by the university and its auxiliaries.

### 300 AUTHORITY

Authority to this policy is pursuant to Education Code section 89720. This policy is issued under delegation of authority from the Chancellor to the Vice Chancellor, University Relations and Advancement, and implementation and compliance with the policy is further delegated to the campus chief advancement officer. California Education Code 89035.

### 400 DEFINITIONS

**401 Approving Authority** - a person to whom authority has been delegated in writing to certify matching gift claims. This approving function shall be segregated from the record keeping function which, among other duties, ensures matching gifts are designated in accordance with donor intent.

**402 Donee** - the entity receiving both the donor gift establishing eligibility for a matching gift program and the conditional gift distributed by the matching gift program. Though it is customary for donor gifts to be accepted by an authorized auxiliary organization, the donee may be the university.

**403 Matching Gift Claim** – the certification form, either paper or electronic, submitted to the matching gift program acknowledging the receipt of a donor gift, certifying the charitable status of the donee, and providing any additional information requested by the matching gift company. As determined by the matching gift company, this claim may be the responsibility of the donor without any action required by the donee.

**403 Qualifying Gift** – the donor gift received from an individual eligible to participate in a matching gift program, provided for an eligible purpose, and given to an eligible donee. As determined by the matching gift company, a qualifying gift may be monetary, in-kind, or volunteer hours.

### 500 INTERNAL CONTROLS

#### 501 Board Responsibility

The governing board of the recipient organization should ensure that internal controls of gifts are sufficient to protect the assets and reputation of the CSU.

#### 502 Chief Executive's Responsibility

The chief executive officer of the recipient organization should establish the administrative structure and general procedures to achieve appropriate internal controls.

#### 503 Approving Authority Responsibilities

Where the recipient organization is expected to act on a qualifying gift and submit a claim or application, this individual should:

- A. Verify receipt of the qualifying gift, review eligibility requirements when provided, and review documentation requested by the matching gift company.
- B. Make appropriate inquiries and document matching gift eligibility when the:

- a. source of funds is other than the employee/retiree such as a donor advised fund, United Way, or a relative.
  - b. qualifying gift includes personal benefits such as memberships or tickets to a fundraising event, performance, or athletic game.
  - c. donor requests in writing that the matching gift be designated for a purpose that differs from the qualifying gift designation.
- C. Transmit matching gift claim, thereby certifying review of the qualifying gift.
  - D. Submit to the record keeper documentation of the matching gift claim.
  - E. Be available for questions concerning transactions, and communicate with the donor and matching gift program as appropriate in confirming transactions.
  - F. Review gift record on at least an annual basis to determine whether follow-up action is required, whether the claim should be recorded as uncollectable and whether received matching gifts were properly assigned.

#### **504 Record Keeping Responsibilities**

Record keeping responsibilities may be assigned to one or more staff members and should include:

- A. Maintaining records of donor contributions and matching gifts in such a manner that there is a clear record of the qualifying gift, the related matching gift, and the designated purposes.
- B. Secondary review of matching gift eligibility for situations outlined in section 503 B. Documentation of this eligibility review shall be maintained for three years.

#### **600 ACCOUNTING TREATMENT**

Matching gift claims should not be treated as pledge receivables. Matching gifts are accounted for when received.

# 15501.00 | Naming of California State University Facilities and Properties

**Effective Date:** 2/1/2014 | **Revised Date:** 2/1/2014

## POLICY OBJECTIVE

The California State University (CSU) Board of Trustees retains authority for naming all California State University facilities and properties; i.e., all buildings; major portions of buildings; university or college streets or roads; stadium and athletic fields and other areas of major assembly or activity; plazas, malls, and other large areas of campus circulation; and all other highly visible facilities and properties.

The CSU Board of Trustees delegates to the Chancellor the authority to name individual rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties. The Chancellor is also delegated authority to approve temporary namings for a facility or property, reflecting natural or geographic features, or reflecting a traditional theme of a university. The Chancellor may sub-delegate this authority, as he or she deems appropriate (California State University, Board of Trustees RIA 07-99-09). The Chancellor sub-delegated this authority to the presidents via Executive Order 713.

## POLICY STATEMENT

### 100 PURPOSE

This policy is intended to encourage private support through opportunities to name university facilities and properties and only under extraordinary circumstances should facilities and properties be named without private support.

### 200 SCOPE

This policy governs state university facilities and properties whether at the main campus or satellite locations. Facilities and properties with state university ground leases, such as student unions and recreations centers, are also subject to the policy. Facilities and properties controlled by a joint powers agreement require mutual consent of the interested parties. A auxiliary organization facilities on auxiliary organization owned property are exempted from this policy.

### 300 AUTHORITY

The CSU Board of Trustees has the authority to set administrative policy (Education Code section 89030). Implementation and compliance with this policy is the responsibility of the Vice Chancellor, University Relations and Advancement and the campus chief advancement officer.

### 400 CONSIDERATIONS

Each proposal for naming a CSU facility or property shall be considered on its own merits, including compatibility with the mission and values of the university. No commitment for naming shall be made prior to CSU Board of Trustees approval of the proposed name.

The name of a CSU facility or property presented for CSU Board of Trustees approval must honor an individual or an organization and must meet the following criteria:

#### 401 When a donor gift is involved:

- The gift should benefit the realization or completion of a facility, the improvement of a facility or property's usefulness to the university, or the enhancement of university programs.
- The gift should provide "substantial" benefit to the CSU. The term "substantial" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. The value should be appropriate to the size, visibility and exclusivity of the facility or property.
- The gift should provide funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, and bond issues).
- The naming may be for the useful life of the facility or for a period of years.

#### 402 When a commercial contract is involved:

- The revenue should benefit realization or completion of a facility, the improvement of a facility or property's usefulness to the university, or the enhancement of university programs.
- The revenue should provide "substantial" benefit to the CSU. The term "substantial" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits. The value should be appropriate to the size, visibility and exclusivity of the facility or property.
- The arrangement should not imply endorsement of any product, service or opinions of the organization by the CSU Board of Trustees or any university employee or entity.
- The naming should be limited to a period of years.

**403** In a rare instance, when a naming honors service to the CSU:

- It should honor a person who has achieved unique distinction in higher education and other significant areas of public service; or who has served the CSU in an academic capacity and has earned a national or international reputation as a scholar, or has made extraordinary contributions to a CSU campus or the system which warrant special recognition; or who has served the CSU in an administrative capacity and made extraordinary contributions to a CSU campus or the system which warrant special recognition.
- Recognition of an individual who has served in a CSU academic or administrative capacity shall not be made until the individual has been retired or deceased for at least two years.
- No more than one facility or property in the system shall be named after any one individual.

**404** No facility or property will be named after seated, elected or appointed officials currently in office.

**500 WAIVER**

In special circumstances, the CSU Board of Trustees may waive any or all of the above criteria.

**Garrett P. Ashley**  
**Vice Chancellor, University Relations and Advancement**

**Approved: January 22, 2014**

# 15502.00 | Naming of California State University Schools, Colleges, Programs and Other Academic and Non-Academic Units

**Effective Date:** 2/1/2014 | **Revised Date:** 2/1/2014

## POLICY OBJECTIVE

The California State University (CSU) Board of Trustees retains authority for naming all California State University schools, colleges, programs, centers, institutes and other academic and non-academic units.

## POLICY STATEMENT

### 100 PURPOSE

This policy is intended to encourage private support through recognition opportunities.

### 200 SCOPE

This policy governs naming of CSU schools, colleges, programs, centers, institutes and other academic and non-academic units whether at the main campus or satellite locations. Naming of academic positions; i.e. endowed chairs or designated funds supporting academic programs and activities are approved at the discretion of the campus president. Names which are simply descriptive of the function of the unit are exempt from this policy.

### 300 AUTHORITY

The CSU Board of Trustees has the authority to set administrative policy (Education Code section 89030). Implementation and compliance with this policy is the responsibility of the Vice Chancellor, University Relations and Advancement and the campus chief advancement officer.

### 400 CONSIDERATIONS

Each proposal for naming of a CSU school, college, program, center, institute or other unit shall be considered on its own merits, including compatibility with the mission and values of the university. No commitment for the naming shall be made prior to CSU Board of Trustees approval of the proposed name.

The name presented for CSU Board of Trustees approval must honor an individual or an organization and must meet the following criteria:

#### 401 When a donor gift is involved:

- The gift should be clearly and broadly supported as being consistent with the reputation and aspirations of the unit. Consultation should include the dean, director, or unit head, and faculty leadership.
- The gift should enhance academic excellence, promote experiential learning, support student achievement or contribute significantly to the mission of the university.
- The gift should provide "substantial" benefit to the CSU. The term "substantial" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. The value should be appropriate to the scope and function of the unit.

#### 402 In a rare instance, when the naming honors service to the CSU:

- It should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has served the CSU in an academic capacity and has earned a national or international reputation as a scholar, or has made extraordinary contributions to a CSU campus or the system which warrant special recognition, or who has served the CSU in an administrative capacity and who, during administrative service, made extraordinary contributions to a CSU campus or the system which warrant special recognition.
- When a proposal for naming in honor of an individual involves service to the university in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least two years.
- No more than one unit in the system shall be named after any one individual on the basis of service to the CSU.

#### 403 No unit will be named after seated, elected or appointed officials currently in office.

**500 WAIVER**

In special circumstances, the CSU Board of Trustees may waive any or all of the above criteria.



# 15701.00 | Fundraising Events

**Effective Date:** 7/1/2012 | **Revised Date:** 7/1/2012

## POLICY OBJECTIVE

It is the policy of the California State University (University) that fundraising solicitations meet federal, state and local law requirements, fundraising solicitation materials are accurate and truthful, and fundraising costs are reasonable. This policy addresses due diligence and reporting requirements specific to fundraising events. Each campus is required to develop written procedures, consistent with this policy. Each campus may establish more restrictive procedures under this policy, which may also apply to its auxiliary organizations. Auxiliary organizations shall adopt policies and procedures consistent with university policy.

## POLICY STATEMENT

### 100 PURPOSE

This policy governs the manner and extent to which the university and its auxiliary organizations may conduct fundraising events. There exists a fiduciary relationship between a charity or any person soliciting on behalf of a charity, and the person from whom a charitable contribution is being solicited. The acceptance of charitable contributions by a charity or any person soliciting on behalf of a charity establishes a charitable trust and a duty to use those charitable contributions for the declared charitable purposes. (California Business and Professions Code §17510.8)

### 200 SCOPE

This policy governs fundraising events with gross receipts of greater than \$5,000 which result in a charitable contribution receipt for participants by the university or its auxiliary organizations. The university may also restrict the use of its name and protect against misleading representations in solicitations by affiliated organizations; e.g. athletic booster clubs, friends of the library, alumni associations, or similar support groups. The policy does not apply to faculty associations, student social clubs, fraternities or sororities raising funds for their own benefit.

### 300 AUTHORITY

Authority to this policy is pursuant to California Education Code §89720. This policy is issued under delegation of authority from the Chancellor to the Vice Chancellor, University Relations and Advancement, and implementation and compliance with the policy is further delegated to the campus chief advancement officer. (California Education Code §89035)

### 400 DEFINITIONS

**401 Commercial Fundraiser** - a person or corporation who is paid by the university or its auxiliary organizations to raise money on its behalf. The for-profit business usually arranges a flat fee or charges a percentage of the donations collected. Commercial fundraisers must be registered with the Attorney General under California law (see Nonprofit Integrity Act Manual). Employees of the university or its auxiliary organizations are not considered commercial fundraisers. (California Government Code §12599(a))

**402 Controlled Games** – as identified in California Penal Code §337j, subdivision (e), paragraph (1), to include poker, pai gow “and any other game played with cards or tiles, or both, and approved by the Department of Justice” as well as “any game of chance” played for something of value, unless such game is otherwise prohibited by statute or local ordinance.

**403 Delegated Authority** – a person to whom authority has been delegated in writing to accept gifts on behalf of the university or auxiliary organization.

**404 Fundraising Counsel** – a person or corporation who is paid by the university or its auxiliary organizations to manage, advise, counsel, consult or prepare material for, or with respect to, the solicitation in California of funds, assets or property for charitable purposes and who does not (i) solicit funds, assets or property for charitable purposes; (ii) receive or control funds, assets or property solicited for charitable purposes in California; and (iii) employ, procure or engage any compensated person to solicit, receive or control funds, assets or property for charitable purposes. Fundraising Counsel must be registered with the Attorney General under California law (see Nonprofit Integrity Act Manual). Employees of the university or its auxiliary organizations are not considered fundraising counsel. (California Government Code §12599.1(a))

**405 Fundraising Event** – events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services.

Fundraising events may include dinners, dances, door-to-door sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. Fundraising events do not include the following:

- Activities substantially related to the accomplishment of the CSU's educational purpose, including such activities that receive sponsorship.
- Unrelated trade or business activities that generate fees for service.
- Fundraising solicitations and related prospecting activities intended to generate only a contribution (no purchase of goods or services).
- Raffles in which the prizes have only a nominal value and do not require reporting as taxable income.

**406 Raffle** – also known as an opportunity drawing or basket auction is a scheme for the distribution of prizes by chance among persons who have paid money for paper tickets that provide the opportunity to win these prizes. Each ticket is sold with a detachable coupon or stub, and both the ticket and its associated coupon or stub are marked with a unique and matching identifier.

### **500 APPROVAL**

Fundraising events with gross receipts greater than \$5,000 must be approved in writing by a delegated authority when the fundraising event utilizes the university name, logo or trademarks and represents that the university will benefit from the proceeds. Prior to the event, the delegated authority shall review the fundraising event's budget, drafts of solicitation materials, and action plan to comply with federal, state and local regulations.

### **600 BUDGET**

The budget must sufficiently detail anticipated revenues and expenditures to project net revenue and quid pro quo benefits. The Internal Revenue Service requires fundraising events with gross receipts greater than \$5,000 to report the following revenue and expenditure categories<sup>1</sup>:

1. Gift income
2. Non-gift income
3. Cash prize expenditures
4. Non-cash prize expenditures
5. Rent or lease of property or facility expenditures
6. Food and beverage expenditures (including service fees and taxes for catering)
7. Entertainment expenditures (including expenses for labor and wages)
8. Other direct expenditures (including labor and wages for fundraising event workers or paid independent contractors)

The budget should estimate the fair market value of goods and services provided to the purchaser. An event is tax deductible to the extent that the purchase price exceeds the fair market value of what the purchaser receives in return (e.g., the price of the ticket to a dinner is \$100 and the fair market value of the dinner is \$45. The tax deductible portion would be \$55). The words "donation," "contribution," and "charitable gift" may only be used when there is a charitable tax deductible component. Events that do not provide a charitable tax deduction component for the participant are not fundraising events.

<sup>1</sup> Aligns with reporting categories for Internal Revenue Service Form 990 Schedule G

### **700 CASH HANDLING**

Cash and cash equivalents must be collected and documented in a timely, controlled and cost-effective manner. In circumstances where it is not practical (e.g., event parking) to process a receipt, other mitigating controls must be implemented, such as ticket count reconciliations against cash collected. (IC SUAM Acceptance of Cash and Cash Equivalents 3102.03)

### **800 COMMERCIAL FUNDRAISER AND FUNDRAISING COUNSEL**

The use of a commercial fundraiser or fundraising counsel must comply with California law and reporting requirements of the California Attorney General. Commercial fundraisers and fundraising counsel must be registered with the California Attorney General and the contract must be executed before the commencement of services. The California Nonprofit Integrity Act Manual listed in the reference section of this policy outlines the state regulations and provides templates for commercial fundraiser and fundraising counsel contracts.

## **900 GAMING ACTIVITIES**

Certain gaming activities are permitted as long as they are conducted in compliance with California law and local ordinances. Cash and prizes awarded to participants are subject to miscellaneous income reporting rules.

### **901 Bingo**

Bingo games conducted by nonprofit organizations (including auxiliary organizations) for charitable purposes are lawful under California Penal Code §326.3 and local ordinance, provided that: (1) the proceeds are used only for charitable purposes, (2) the games are conducted by volunteer members of the organizations, (3) no salaries are paid with bingo proceeds, (4) there is no commingling of bingo money with any other funds, and (5) the organization conducting bingo holds a valid license issued by the city or county in which bingo is played. Contact local police or sheriff's departments for reporting requirements.

### **902 Controlled Games**

Casino nights, poker nights and other fundraising events with "controlled games" conducted by nonprofit organizations (including auxiliary organizations) for charitable purposes are lawful under California Business and Professions Code §19985-19987. Nonprofit organizations and suppliers of equipment and/or services for such fundraising events must submit an annual registration form to the Bureau of Gambling Control for approval 30 days prior to conducting activities. Contact local police or sheriff's departments for local reporting requirements.

1. A nonprofit organization may only hold one "controlled games" fundraising event per year and it may not exceed five hours.
2. Only individuals over 21 years of age may participate in controlled games.
3. No cash prizes or wagers may be awarded to participants; however, the winner of each controlled game may be entitled to a prize from those donated to the fundraiser. An individual prize awarded to each winner shall not exceed a cash value of five hundred dollars (\$500). For each event, the total cash value of prizes awarded shall not exceed five thousand dollars (\$5,000).
4. At least 90 percent of the gross revenue collected must go directly to the nonprofit organization and no more than 10 percent of gross revenue may be used to compensate individuals or entities that conduct the fundraising event on behalf of the nonprofit.
5. Controlled games may not be conducted over the internet.
6. Detailed records must be maintained for each fundraising event using controlled games.

### **903 Raffles**

Raffles conducted by nonprofit organizations (including auxiliary organizations) for charitable purposes are lawful under California Penal Code §320.5. The law requires charitable organizations to register with the Attorney General's Registry of Charitable Trusts for approval prior to conducting a raffle (a response may take up to 30 days) and annually report the results of any raffles conducted. Registration and reporting forms may be obtained from the Registry of Charitable Trusts by mail or from the Charitable Trusts [website](#).

1. Ninety percent of raffle revenue must be used for a charitable purpose or program. 50/50 drawings are not permissible under California law.
2. The raffle must be conducted under the supervision of an individual who is 18 years of age or older.
3. Raffles may be advertised on the internet under specific rules but tickets may not be sold via the internet.
4. Only nonprofit organizations that have been in existence for a year or more are eligible to conduct raffles.

California Penal Code §320.5, subdivision (m) states that a raffle is exempt from registration with the Attorney General's Office if all of the following are true:

1. It involves a general and indiscriminate distributing of the tickets.
2. The tickets are offered on the same terms and conditions as the tickets for which a payment is given.
3. The scheme does not require any of the participants to pay for a chance to win.

Payments received for the purchase of raffle tickets are not eligible for a charitable tax deduction. The purchaser has received in return the benefit of a "chance to win."

## **1000 QUID PRO QUO CONTRIBUTION**

A payment made that is partly as a contribution and partly for goods or services is a quid pro quo contribution. For example, if the donor gives \$100 and receives a concert ticket valued at \$40, the donor has

made a quid pro quo contribution. In this example, the charitable contribution part of the payment is \$60. Even though the deductible part of the payment is not more than the \$75 threshold for a written acknowledgement, a disclosure statement must be provided. Failure to make the required disclosure may result in a penalty to the nonprofit organization.

### **1001 Disclosure Statement**

The required written disclosure statement must:

1. Inform the donor that the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the fair market value of goods or services provided, and
2. Provide the donor with a **good faith estimate** of the fair market value of the goods or services that the donor received. The charity must furnish the statement in connection with either the solicitation or the receipt of the quid pro quo contribution. If the disclosure statement is furnished in connection with a particular solicitation, it is not necessary for the organization to provide another statement when it actually receives the contribution.

No disclosure statement is required if **any** of the following is true:

1. The goods or services given to a donor have **insubstantial value** as described in Revenue Procedures 90-12 and 92-49,
2. The donor makes a payment of \$75 or less per year and receives only annual membership benefits that consist of:
  1. Any rights or privileges (other than the right to purchase tickets for college athletic events) that the taxpayer can exercise often during the membership period, such as free or discounted admissions or parking or preferred access to goods or services, or
  2. Admission to events that are open only to members and the cost per person of which is within the limits for low-cost articles described in Revenue Procedures 90-12 and 92-49 (as adjusted for inflation). Also see the discussion of **insubstantial value** above.

### **1002 Good Faith Estimate of Fair Market Value**

Any reasonable method to estimate the fair market value (FMV) of goods or services may be used, as long as the method is applied in good faith. The FMV of goods and services that generally are not commercially available may be estimated using the FMV of similar or comparable goods or services. Goods or services may be similar or comparable even if they do not have the unique qualities of the goods or services being valued.

### **1003 Penalty for Failure to Disclose**

A penalty is imposed on a charity that does not make the required disclosure of a quid pro quo contribution of more than \$75. The penalty is \$10 per contribution, not to exceed \$5,000 per fundraising event or mailing. The charity can avoid the penalty if it can show that the failure was due to reasonable cause.

## **1100 RISK MANAGEMENT**

Risk Management may review all fundraising event agreements to ensure compliance with University and campus policies relative to indemnification and insurance. Risk Management can also assist in the acquisition of appropriate insurance, when required.

## **1200 SALE ACTIVITIES**

The sale of goods or merchandise is subject to sales tax unless it is covered by a specific exemption or exclusion. This is true whether a person pays by cash or another method, or offers something in barter or trade. In general, the taxable amount is the *priceset* and received for the item. However, in the case of auctions, the *full amount received* is taxable, regardless of the item's fair market value. Specific exemptions from sales tax include:

- Sales of tickets for concerts, movies, plays, shows, and similar events when food and meals are not included in the ticket price.
- Sales of services such as travel, home rentals, lessons, and other things of value that are not physical products.
- Sales of gift cards, gift certificates and coupon books.

### **1201 Auctions**

Donors who purchase items at an auction may claim a charitable contribution deduction for the excess of the purchase price paid for an item over its fair market value. The donor must be able to show, however, that he or she knew that the value of the item was less than the amount paid. Each person who attends an auction

should be provided with a good faith estimate of items that will be available for bidding either through a catalog or bid sheets. Assuming the donor has no reason to doubt the accuracy of the published estimate, if he or she pays more than the published value, the difference between the amount paid and the published value may constitute a charitable contribution deduction.

In addition, donors who provide goods for charities to sell at an auction often ask the charity if the donor is entitled to claim a fair market value charitable deduction for a contribution of appreciated property to the charity that will later be sold. Under these circumstances, the law limits a donor's charitable deduction to the donor's tax basis in the contributed property and does not permit the donor to claim a fair market value charitable deduction for the contribution. Specifically, the Treasury Regulations under section 170 provide that if a donor contributes tangible personal property to a charity that is put to an unrelated use, the donor's contribution is limited to the donor's tax basis in the contributed property. The term unrelated use means a use that is unrelated to the charity's exempt purposes or function, or, in the case of a governmental unit, a use of the contributed property for other than exclusively public purposes. The sale of an item is considered unrelated, even if the sale raises money for the charity to use in its programs. (IRS website Charity Auctions)

### **1202 Meals Served at Fundraising Events**

Sales tax generally applies to charges for drinks, food, and meals included in the ticket price of fundraising events. The business or organization that serves the meals at a fundraising event is responsible for reporting the taxable sales and paying the tax due. When the event host is also the caterer, tax is due based on the ticket price for the meal. If the value of the meal is not separately listed on the fundraising event ticket, the entire ticket price is taxable. (California State Board of Equalization Publication 18 August 2008)