

## Diocese of Oakland

### Procedures for Giving Stocks and Securities

Charitable contributions may be received by parishes in many different forms. Cash, real estate, and securities are but a few of the forms charitable donations may now take.

Following is a policy for the receipt of gifts in the form of negotiable securities, stocks, bonds, mutual funds or equities.

In the event of a potential donation of securities, the Diocese of Oakland has established a special account with Charles Schwab to liquidate such gifts on behalf of the designated recipient and a procedure to associate the gift with the donor – a very important part of the transaction. All gifts of securities to a parish or school are to be made through the Diocese and, ultimately, through this account. The reason for this process and related procedures is parishes and schools are not permitted to open and maintain investment/brokerage accounts. Rather, parishes and schools may participate in the Diocese investment portfolio under the oversight of the Diocesan Investment Committee and investment consulting firm directing selected professional investment managers. On receipt of the gift, Charles Schwab will be instructed to immediately sell those securities and the proceeds will be forwarded to the designated recipient through the Diocesan Finance Department.

#### Procedure:

1. Donors should be instructed to use the ***Stocks and Securities Donation Form*** to send instructions to their broker for all stock transfers. It contains all the information a broker requires to complete the transaction.
2. The precise dollar value of a stock gift cannot be determined until the securities are received and sold by the Diocese. Therefore, if the donor elects to allocate dollar amounts to various end uses, the donor will need to designate one of those uses to be the remainder amount by circling it on the form. The circled use will receive the balance left after other designated uses have been allocated. Or the donor may designate percentages of the gift to each end use. When multiple entities (i.e., more than parish, school or charitable organization) are involved, the allocation of funds will be handled at the Diocesan level per the instruction of the donor.
3. In addition to providing a copy of the ***Stock and Securities Donation Form*** to the donor's broker, copies of the form should be sent by fax to (1) the Diocesan Assistant Controller, to alert the finance department of the pending receipt of the gift stocks into the Charles Schwab account, and (2) to the pastor or business manager of the designated recipient/parish or school to alert them of the pending donation. Please note, when a stock is received into the Charles Schwab account, the only way to know who it belongs to is to have a copy of this form.
4. Pursuant to #3(1), contact information for sending the form and for follow up, if necessary, are:
  - Diocesan Of Oakland Finance Department  
Mark Olson, Assistant Controller  
(510) 267-8375  
Fax: (510) 839-7545  
[molson@oakdiocese.org](mailto:molson@oakdiocese.org)

5. It may take several days after the donor has instructed their broker before the securities are transferred to Charles Schwab. It takes yet another three to four working days for the trade to settle and the proceeds of the sale to arrive in the Diocesan Schwab account. If there are no unusual circumstances and everything is in order, the securities are generally sold on the day of receipt or the next working day, at the then “current” market price (not necessarily the market value on the date the transfer instructions were initiated by the donor).
6. After the sale, the proceeds of the stock are matched with the copy of the donor Stock Securities Form provided to the Diocesan Finance Department and a check is disbursed to the designated parish or school (or, if requested, the parish/school can request the funds be deposited into their Diocesan Savings account). Please note the importance of the Stock Securities Form and providing a copy to the Diocesan Finance Department. If a stock is received into the Charles Schwab account and the Diocesan Finance Department does not have a copy of the related Stock Securities Form, it will be held in an “undisbursed status” until the form is received. Without this form, there is no way to know for whom the stock belongs.
7. Upon receipt of the check or upon deposit to Diocesan Savings, the funds may be used by the parish/school as restricted by the donor, if not made as an unrestricted gift.
8. The parish or school must acknowledge receipt of the donation with the understanding the value is established by the donor on the date the broker transfers securities to the parish or school, not the date of trade settlement. In other words, it is not the role of the recipient of donated securities to verify their value to the donor, but simply to acknowledge receipt of “X” shares of “XYZ” company for purposes of “XXX” on the date of receipt.

**Diocese of Oakland  
Stocks and Securities Donation Form**



Date \_\_\_\_\_

Donor's Name \_\_\_\_\_  
Donor's Address \_\_\_\_\_  
Donor's City, State, Zip \_\_\_\_\_  
Donor's Phone Number \_\_\_\_\_  
Broker's Name \_\_\_\_\_  
Brokerage Firm Name \_\_\_\_\_  
Broker's Address \_\_\_\_\_  
Broker's City, State, Zip \_\_\_\_\_  
Broker's Phone Number \_\_\_\_\_

**Account Number:** \_\_\_\_\_

Dear \_\_\_\_\_,

Please transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock from my account to DTC 0164 to Charles Schwab account number 7623-1468 for Roman Catholic Bishop of Oakland, a corporation sole, for further credit to: \_\_\_\_\_

(Enter name of Parish/School/Diocesan Entity and further restriction, if applicable)

For allocations of gifts, please indicate % allocations or if you indicate dollar amounts, be sure to circle which account to apply any surplus or shortfall since the final amount of your contribution will be determined at the time of the actual securities sale.

In the event mutual funds or stock certificates are to be transferred to the account of the Roman Catholic Bishop of Oakland, a corporation sole, the finance office of the Diocese should be contacted before a transfer of ownership is attempted. If there are any questions concerning the handling of securities donations, please contact the Mark Olson, Assistant Controller, at (510) 267-8375.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
(Signature) (Printed Name)

cc: Mark Olson, Finance Department, Diocese of Oakland; Fax (510) 839-7545

cc: \_\_\_\_\_  
Parish/School or Business Manager of Recipient Parish/School