

STOCK

A Stock Donation Form or Authorization of Stock Transfer Form can be found in the *Appendix - Accounting Sample Forms/Reports*. This form should be used for any gift of stock, to your parish or school general fund or capital campaign or the Catholic Services annual appeal.

Stock Procedures for Donors

Stock Transfers - When a donor wishes to contribute stock to a parish and/or school, the transfer should be handled in one of two ways:

1. If the donor holds the stock certificate, the donor should:
 - Endorse the certificate over to the Roman Catholic Bishop, FBO (parish and/or school name).
 - Sign the certificate.
 - Deliver signed certificate to the pastor, pastoral administrator, or school administrator

Upon receipt of the signed certificate, the pastor, pastoral administrator, or school administrator should:

- Complete a Stock Authorization of Stock Transfer Form; and
- Deliver the signed certificate and the Stock Authorization of Stock Transfer Form to the Archdiocese of Louisville, Attention: Chief Financial Officer.

The CFO will:

- Sign the Stock Authorization of Stock Transfer Form indicating receipt of the stock;
- Provide a copy of the Stock Authorization of Stock Transfer Form to the parish and/or school and keep a copy for Archdiocese files; and
- Deliver the stock certificates to the Archdiocese broker who will arrange for stock to be sold and direct proceeds to the parish and/or school.

2. If a stockbroker is holding the certificate for the donor, the donor should:
 - Complete an Authorization of Stock Transfer Form
 - Send the original form and additional copy to the stockbroker. Send additional copies of the form to:
 - 1) Parish and/or school receiving the stock donation, and
 - 2) Archdiocese of Louisville, Attention: Chief Financial Officer.

Once the broker transfers the stock to the Archdiocesan account, the stock will be sold, and the proceeds directed to the parish and/or school.

Acknowledgement

Stock is a non-cash contribution and should be recorded as such in the donor's contribution record as of the date of transfer into the Archdiocese account. An example of how a stock donation should be recorded is: 100 Shares of ABC Stock (Non-Cash Contribution) received on mm-dd-yyyy (date). The acknowledgement of the stock donation should describe the gift, specify the date received by the Archdiocese and not set a value on the donation. The date is provided by the Pastoral Center Finance Office.