The Raiser's Edge® Enterprise™

Legacies Guide

062310

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RE7Enterprise-LegacyGivingUK-062310

Legacies Guide

Contents

What Is In This Guide?

In the *Legacies Guide*, you can learn about legacy giving vehicle types and how to add, edit, and delete legacy gift records. For further information about *Legacies*, see the following.

- “Frequently Used Terms” on page 2
- “Understand the Legacy Gift Record” on page 7
- “Track Legacy Gifts” on page 20

How Do I Use These Guides?

The Raiser’s Edge user guides contain examples, scenarios, procedures, graphics, and conceptual information. To find help quickly and easily, you can access the ***Raiser’s Edge*** documentation from several places.

User Guides. You can access PDF versions of the guides by selecting **Help**, **User Guides** from the shell menu bar or by clicking **Help** on the Raiser’s Edge bar in the program. You can also access the guides on our Web site at www.blackbaud.co.uk. From the menu bar, select **Support**, **User Guides**.

In a PDF, page numbers in the Table of Contents, Index, and all cross-references are hyperlinks. For example, click the page number by any heading or procedure on a Table of Contents page to go directly to that page.

Help File. In addition to user guides, you can learn about ***The Raiser’s Edge*** by accessing the help file in the program. Select **Help**, **The Raiser’s Edge Help Topics** from the shell menu bar or press **F1** on your keyboard from anywhere in the program.

Narrow your search in the help file by enclosing your search in quotation marks on the Search tab. For example, instead of entering Load Defaults, enter “Load Defaults”. The help file searches for the complete phrase in quotes instead of individual words.

Icons

The following icons are used in the side margins to denote additional information such as notes, warnings, time-savers, or definitions. You can also use these margins to write your own notes.

The notepad symbol designates a note or tip related to the information in the main text column.

The traffic light indicates a cautionary note. Generally, we use this icon to point out a step that may have unwanted results.

The clock symbol designates a shortcut or timesaving action.

The dictionary symbol designates the definition of a frequently used term.

Legacies

Chapter 1

Contents

Procedures

With *Legacies*, you can create gift records for your organisation's legacy giving, including information specific to numerous types of legacy gift vehicles. You can record both the initial gift value and the gift's remainder value, store basic payout information for applicable gift vehicles, and keep track of multiple beneficiaries and relationships for a legacy gift. In addition, when a legacy gift consists of one or more assets, such as stock or property, you can itemise the assets.

You may have previously added legacy gifts in ***The Raiser's Edge*** as Other gift records using Gift attributes, Gift subtypes, or Gift codes. If so, you can migrate these gifts to records with a gift type of Legacy Gift using the Legacy Gifts Migration Tool. For more information about this tool, see Appendix A in this guide.

Because information concerning legacy gifts can be very sensitive, *Legacies* includes security settings, allowing you to restrict access to this information based on security groups. Users without rights to *Legacies* cannot enter or view the gift information or generate reports for legacy gifts. For more information about the legacy gifts security options, see the *Configuration & Security Guide*.

In addition, two reports are included with *Legacies*, allowing authorised users to view and print gift information. These reports incorporate a Columns tab that provides greater flexibility to select and organise the information to appear. For more information about these reports, see the *Reports Guide* and *Sample Reports Guide*.

Frequently Used Terms

This section defines words and phrases you need to know as you work with legacy giving. If you come across an unfamiliar term when reading this or any chapter in ***The Raiser's Edge*** documentation, make sure you check the online glossary in the help file.

Bequest. A bequest legacy gift is the most basic form of a legacy gift. It includes a donor transfer of assets to a recipient(s) upon a donor's passing.

Expected Maturity Year. Expected maturity year is the year in which it is estimated that all conditions for the legacy gift have been met and the balance of the gift has been allocated to the final recipient. This may be the year the last beneficiary is estimated to pass away, it may be based on a fixed time period, or it may be stated by another way the terms of the gift vehicle dictates. ***The Raiser's Edge*** does not calculate the expected maturity year. It must be entered by a ***Raiser's Edge*** user. The **Expected maturity year** field is on the Gift tab of the legacy gift record.

Gift has been realised. Once all scheduled payments from the legacy gift are made and the final balance of the gift has been allocated to your final recipient(s), check **Gift has been realised** on the Gift tab of the Legacy Gift record. When you check this checkbox, you indicate the gift has fully matured. In *Reports*, you can filter legacy giving reports based on the **Gift has been realised** checkbox. For more information about legacy giving reports, see the *Reports Guide* and the *Sample Reports Guide*.

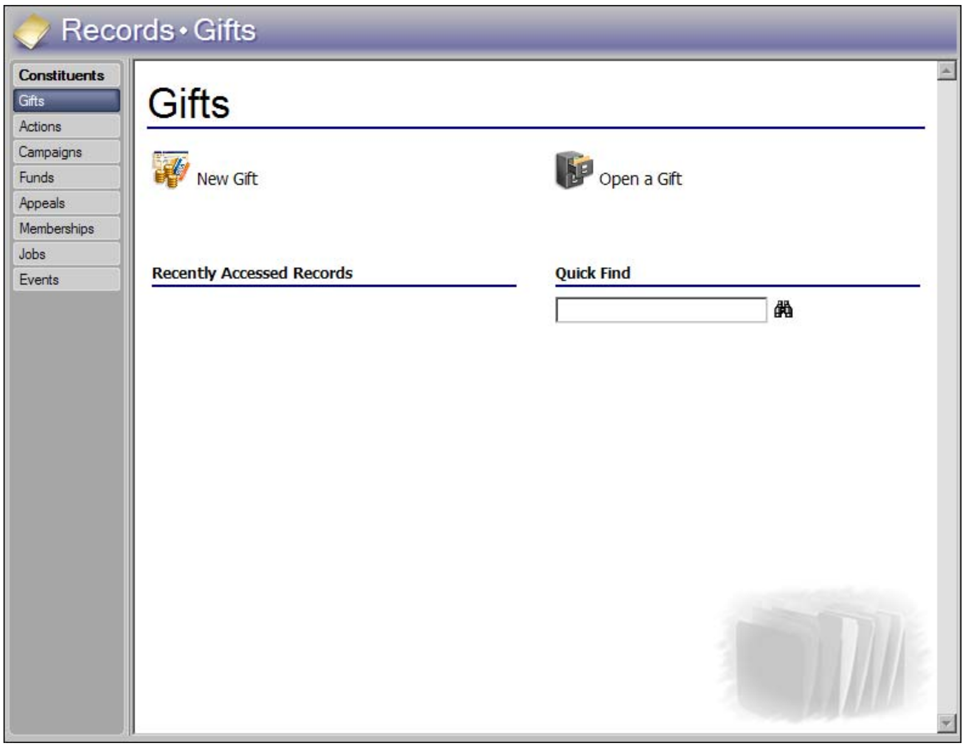
Life Insurance. A constituent may have a life insurance policy that no longer fits the needs of his or her family, and decides to donate the life insurance policy to your organisation. Add a gift of life insurance as a legacy gift with a vehicle of Life Insurance.

Retained Life Estate. Through a retained life estate, a donor gives a home to an organisation but retains the right to use the house for a specified period of years or for life. The donor may specify a beneficiary who may use the house after the death of the donor. When the specified period ends, the home goes to the organisation.

Vehicle. The gift vehicle is the specific type of a legacy gift that defines the way the gift conditions are structured. These are based on generally accepted legal instruments for transferring a legacy gift to an organisation. Gift vehicles are constantly changing as applicable tax laws are amended and as new vehicles are devised by canvassers and accountants. The **Vehicle** field is located on the Gift tab of a gift record.

Navigate in Legacy Giving

From the Gifts page, you can create a new gift record for the gift type of Legacy Gift. You can also open existing gift records from this page. To access the Gifts page, click **Records** on the Raiser's Edge bar, then click the **Gifts** link.



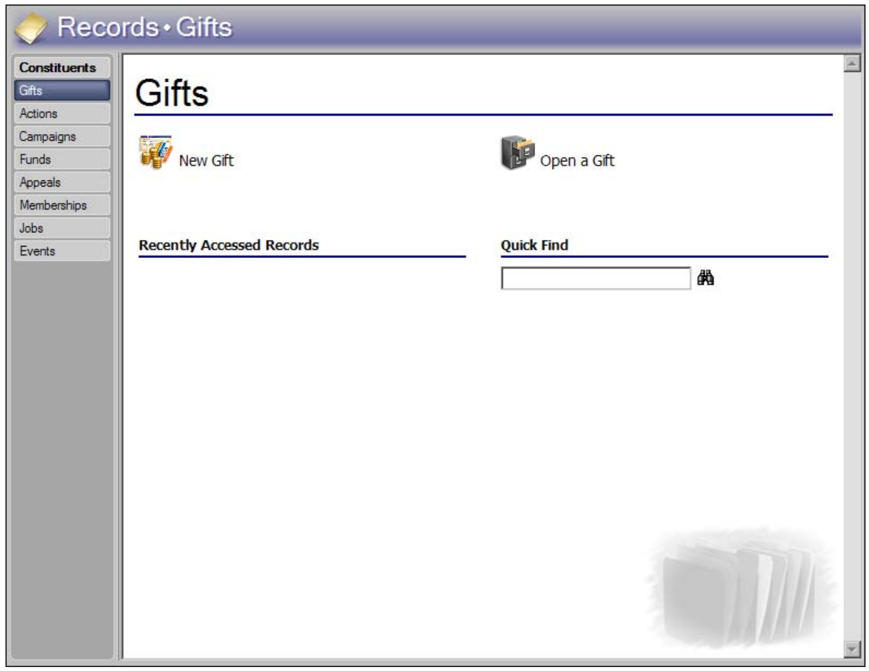
The Gifts page also contains a list of recently accessed records. To open any gift record in this list, click the gift description. To quickly find a gift donated by a constituent, enter the constituent name in the **Quick Find** field and click the binoculars to display a list of all gifts donated by the constituent.

Access a Legacy Gift Record

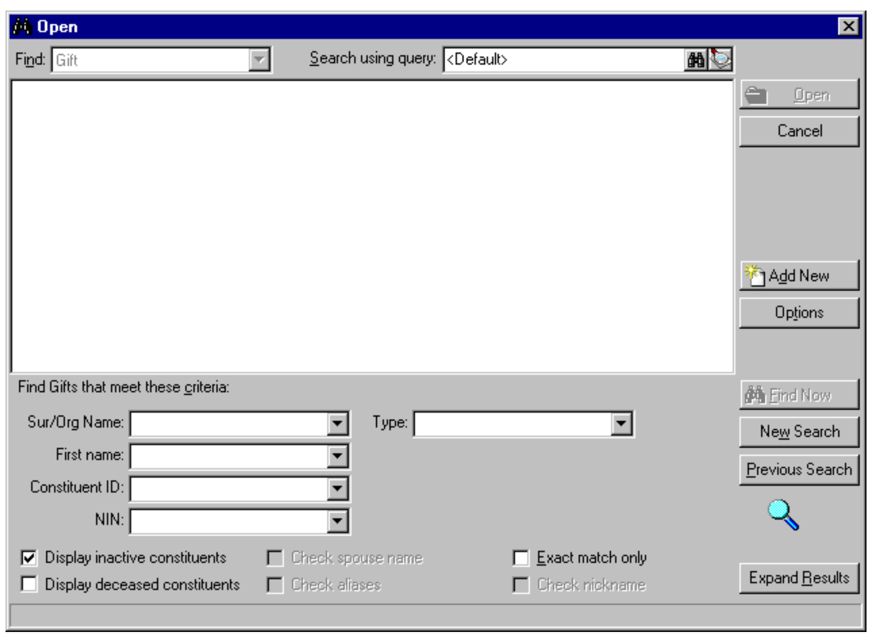
After you create a legacy gift, you can open the legacy gift record from the Gifts tab of the constituent record. You can also open an existing legacy gift record from the Records page. This section explains how to open a legacy gift from the Records page. For more information about opening gifts displayed on the Gifts tab of a constituent record, see "Edit a legacy gift record for a realised legacy gift" on page 34.

➢ Open an existing legacy gift from the Records page

1. On the Raiser’s Edge bar, click **Records**.
2. Click the **Gifts** link. The Gifts page appears.



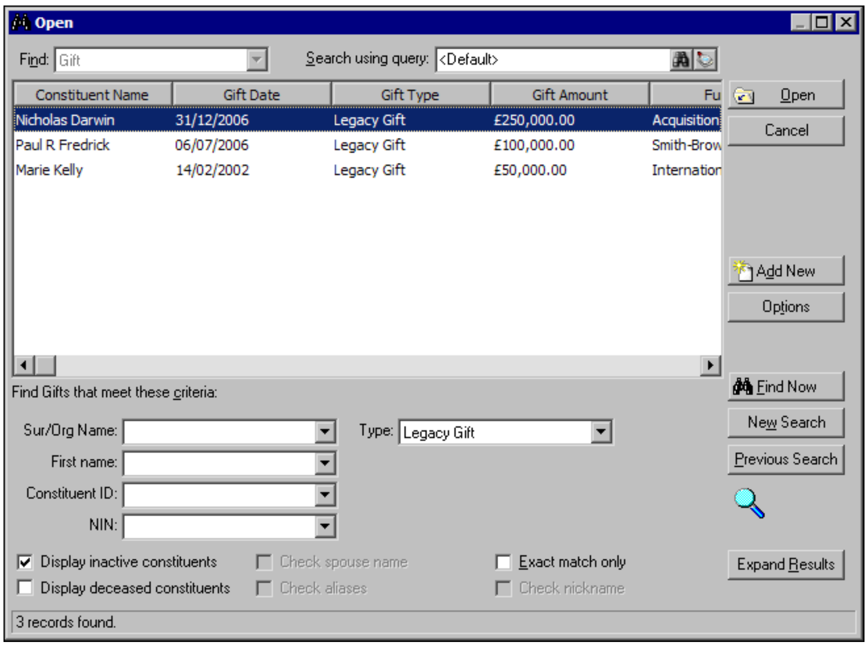
3. Click **Open a Gift**. The Open screen appears so you can search for the gift record to open.



4. In the **Type** field, select “Legacy Gift”.

5. In the **Find Gifts that meet these criteria** frame, enter the other criteria to use to search for the legacy gift. You can search by an individual's first name or surname, organisation name, constituent ID, and National Insurance Number.

6. Click **Find Now**. If the search criteria you entered matches a gift in the database, the gift appears in the grid. More than one gift may appear if the criteria you entered matches multiple gifts.



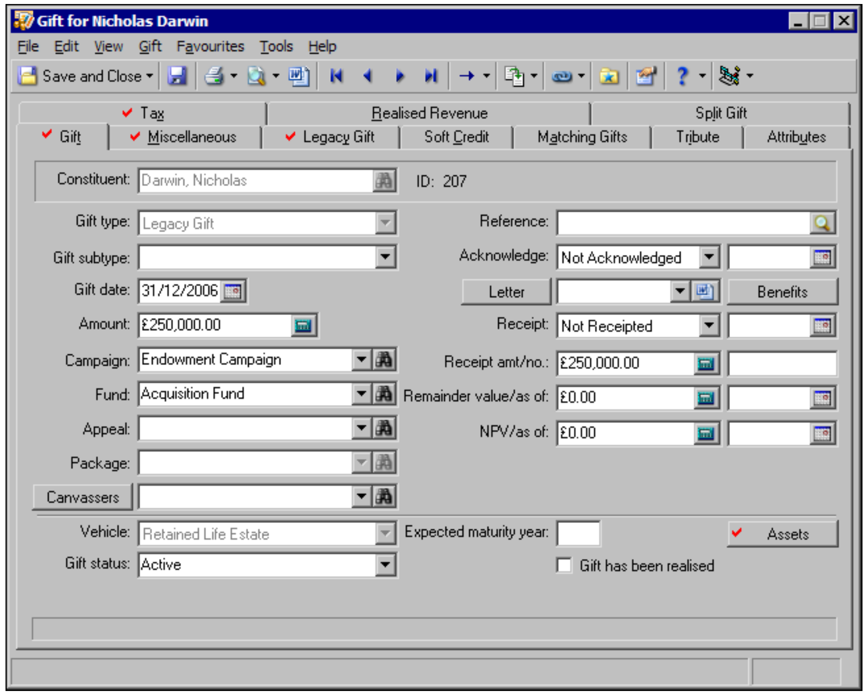
7. In the grid, select the gift record to open.

   All the fields, checkboxes, and buttons on the Open screen are discussed in detail in the *Program Basics Guide*.

In the **Find Gifts that meet these criteria** frame, you can enter the first few letters or characters in the criteria fields if you do not know the correct spelling or number. For detailed information about how to use these fields, see the *Program Basics Guide*.

We recommend you search by one or two of the most helpful criteria types because the results that appear in the grid must match all the criteria you enter. Adding too much criteria information in the **Find Gifts that meet these criteria** frame can actually prevent you from finding a gift.

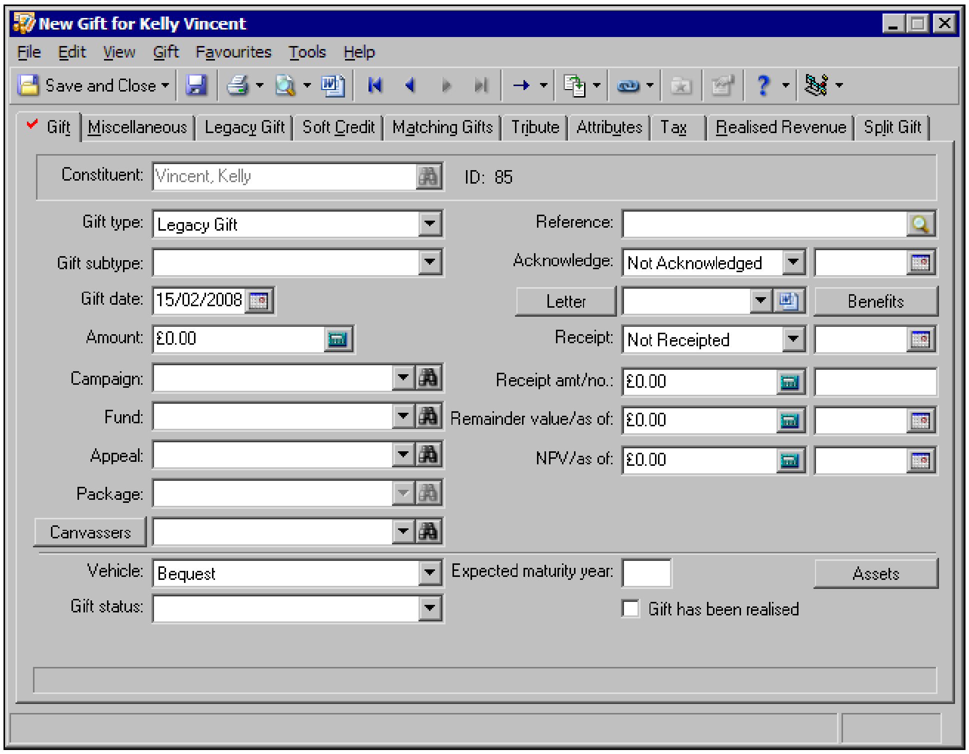
8. Click **Open**. The gift record appears.



9. After you enter or edit the appropriate information, click **Save and Close** on the toolbar.

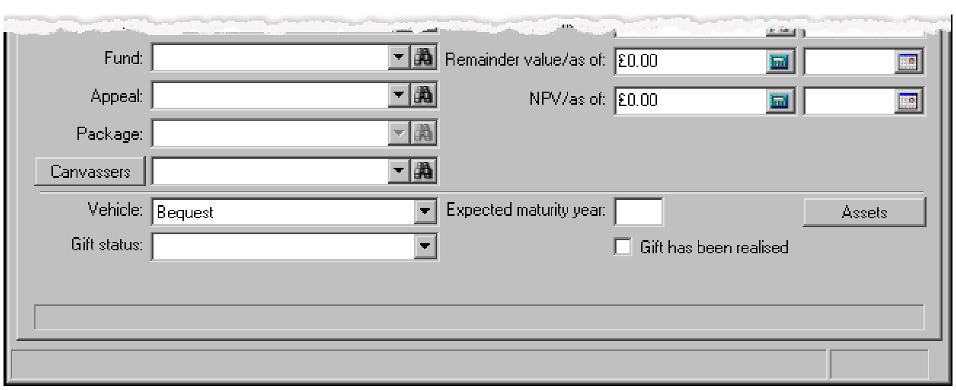
Understand the Legacy Gift Record

When you add a legacy gift, you are creating a gift record with the gift type of Legacy Gift. To add a new legacy gift, select “Legacy Gift” in the **Gift type** field on the Gift tab. The New Gift screen appears with legacy gift fields.



Gift Tab

Basic gift data entry applies to the majority of the Gift tab. For more information about gift data entry, see the *Gift Records Guide*. The **Remainder value/as of** and **NPV/as of** are specific legacy giving data entry fields. Additionally, the bottom section of the Gift tab contains legacy giving data.



The Raiser's Edge does not calculate the estimated remainder value or NPV amounts. We recommend you calculate these amounts in a third party software and enter them on the legacy gift record.

We recommend the amount in the **Remainder value** field reflect the expected income amount for your organisation once all the conditions for a legacy gift are met. In the **as of** date field, enter the last date the remainder value amount was updated.

If your organisation prefers to track the net present value of the legacy gift (what the gift is worth "today" when it matures), enter the value in the **NPV** field. Use the **as of** date field to track the last date net present value was updated.

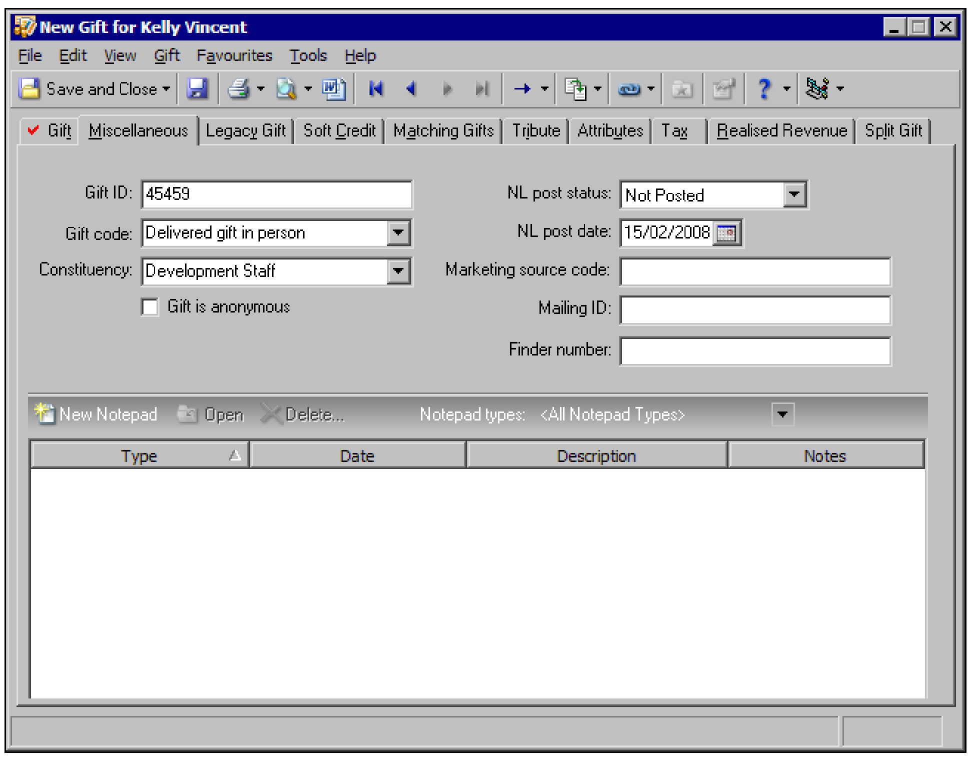
In the **Vehicle** field, select a legacy gift vehicle. The legacy gift vehicle options are Bequest, Retained Life Estate, Other Legacy Gift, and Life Insurance. On the Gift tab, in addition to the legacy gift vehicle, you can also track the legacy gift status, the expected maturity year, assets, and whether the legacy gift has been realised.

To acknowledge your donor for a legacy gift, you can print the gift vehicle information from the legacy gift record in a Donor Acknowledgement Letter or Honour/Memorial Acknowledgement Letter (with *Honour/Memorial Tracking*). For more information about how to process the Donor Acknowledgement Letter or Honour/Memorial Acknowledgement Letter mail task, see the *Mail Guide*.

Miscellaneous Tab

The Raiser's Edge does not currently support posting legacy gift records to ***Nominal Ledger*** or any other accounting software.

On the Miscellaneous tab, you can record information such as gift ID, constituent code, and gift code for the legacy gift. You can also record any notes or direct marketing information required for your legacy gift.



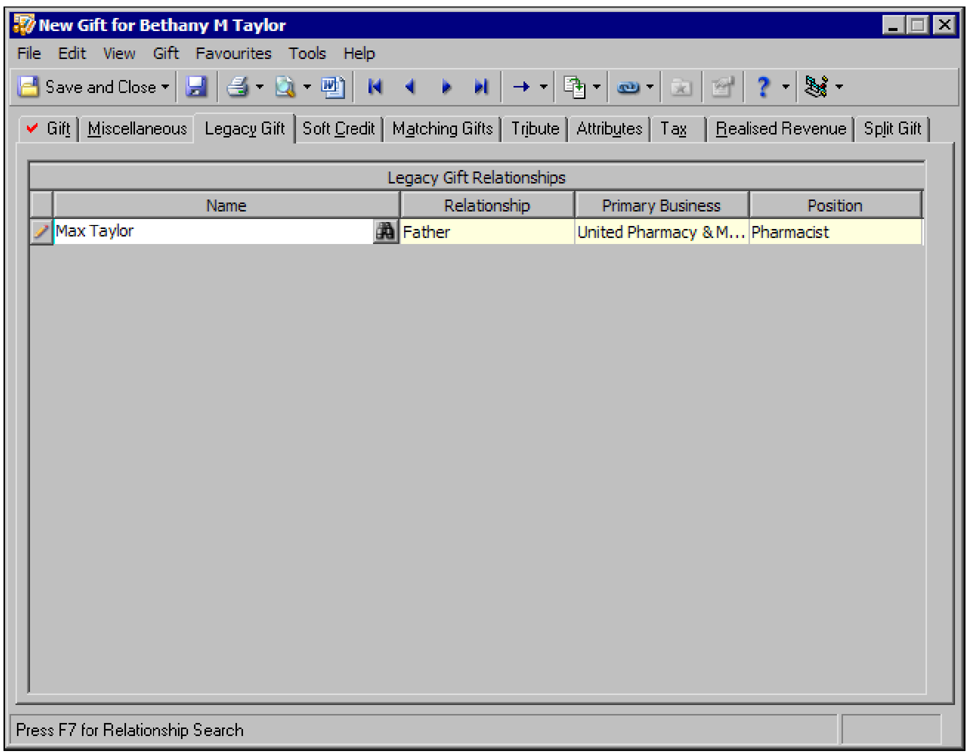
Legacy Gift Tab

The options and fields that appear on the Legacy Gift tab depend on the legacy gift vehicle selected in the **Vehicle** field on the Gift tab. For example, the Legacy Gift tab for a Bequest tracks legacy gift relationship information for bequests only. The Legacy Gift tab for a Retained Life Estate tracks information such as the term, property address, beneficiaries, and legacy gift relationship information for Retained Life Estates. The options and fields that display on the Legacy Gift tab apply to the nature of each legacy gift vehicle.

Vehicle: Bequest

A bequest is the most basic form of a legacy gift. After the death of a donor, assets transfer to the recipient at the donor's request. Other than the recipient organisation, beneficiaries do not exist for a bequest.

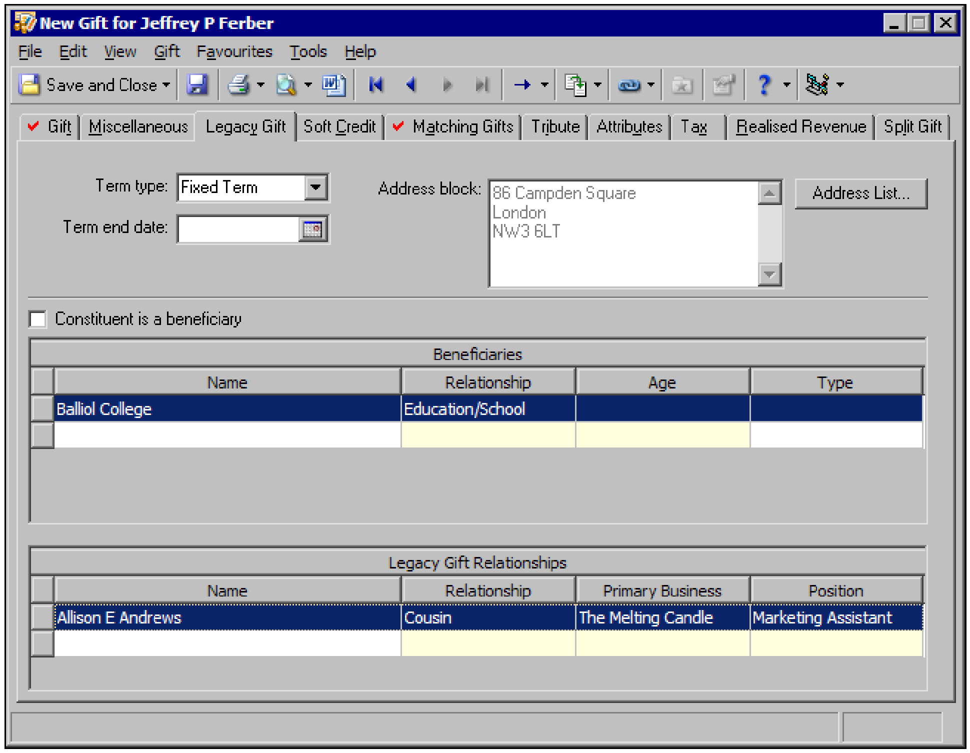
Therefore, the Legacy Gift tab on a Bequest legacy gift record tracks legacy gift relationships only. You can use this tab to track the relationships to the gift, such as financial advisors, canvassers, or insurance agents. You can also delete unwanted legacy giving relationships on this tab.



Vehicle: Retained Life Estate

Through a Retained Life Estate, a donor gives a home to an organisation but has the right to live in or use the house for a specified period of years or for life. The donor can also specify a beneficiary who may use the house after the death of the donor. When the specified period ends or the last beneficiary dies, the home goes to the organisation.

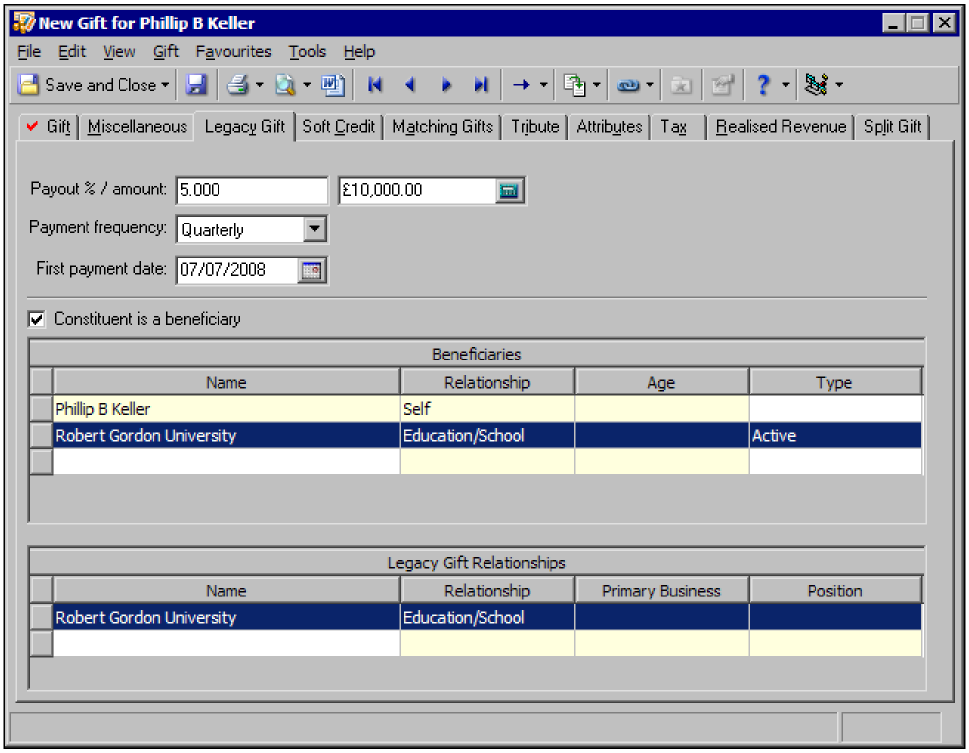
The Legacy Gift tab for a Retained Life Estate tracks the term, property address, beneficiaries, and legacy gift relationship information.



Vehicle: Other Legacy Gift

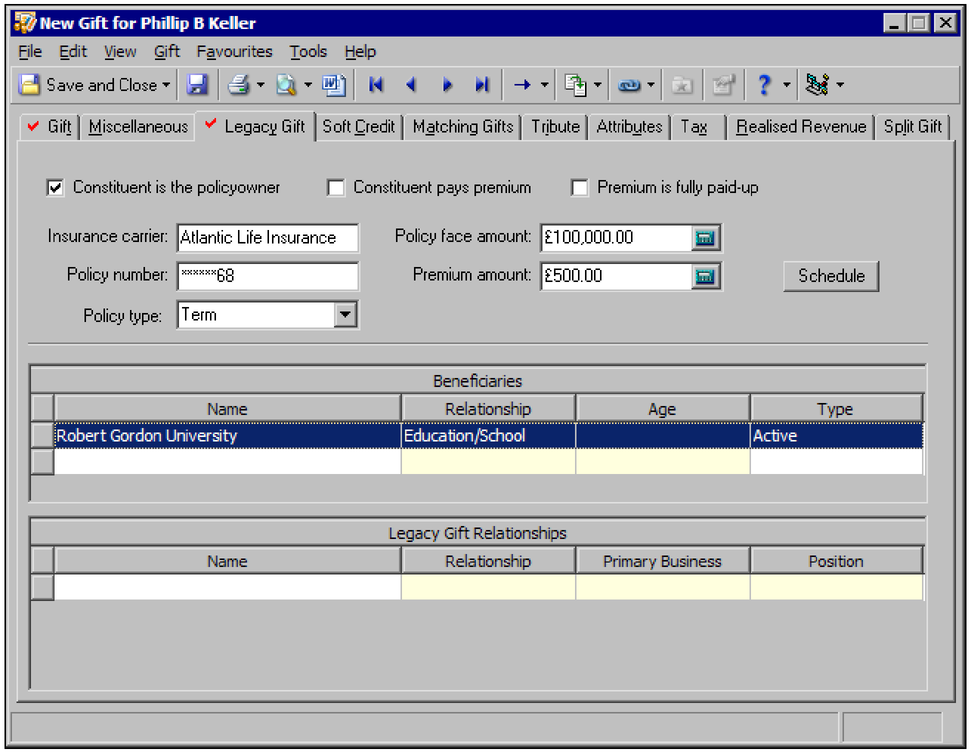
Your organisation may receive a legacy gift that is not one of the available legacy gift record vehicle types, such as a bargain sale (the sale of a property for an amount that is significantly lower than fair market value). When this happens, select “Other Legacy Gift” for the legacy gift vehicle type.

The Legacy Gift tab for Other Legacy Gifts tracks the payout percent and amount, payment frequency, first payment date, beneficiaries, and legacy gift relationship information.



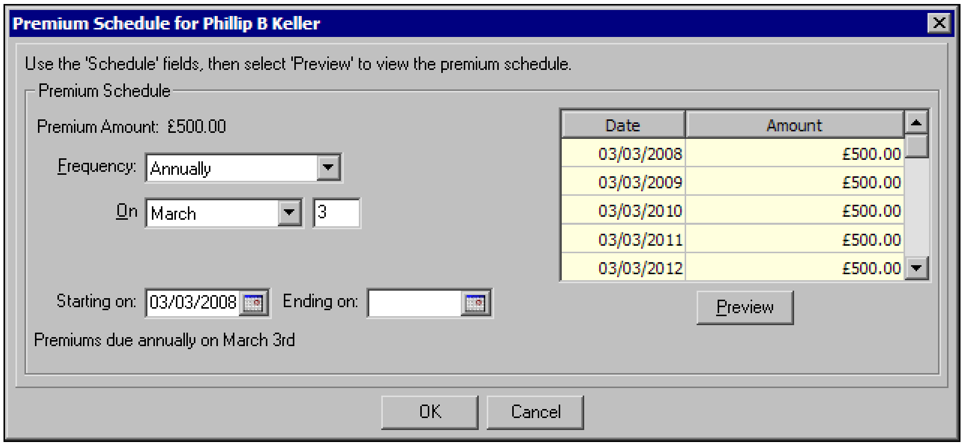
Vehicle: Life Insurance

Your organisation may receive a gift of life insurance from a constituent. The Legacy Gift tab for life insurance tracks important life insurance information such as insurance carrier, premium amount, policy number, type, and face amount. You can also track whether the constituent is the policy owner and pays the premium. If your organisation pays the premium, you can establish its payment schedule. In addition, you can track beneficiary and legacy gift relationship information on this tab.



If the constituent is the policy owner, check **Constituent is the policyowner**. If your organisation does not pay the premium and the constituent is responsible for paying, check **Constituent pays premium**. If the premium is paid for, check **Premium is fully paid-up**. If **Constituent pays premium** or **Premium is fully paid-up** is checked, the **Schedule** button, used for the premium instalment schedule, is disabled.

If your organisation is responsible for paying the premium, you can establish the instalment schedule for premium payments. To do this, click **Schedule**. The Premium Schedule screen appears.



On the Premium Schedule screen, you create a premium instalment schedule. You select the frequency, payment date, and duration of the premium instalments. To automatically generate the premium instalment schedule, click **Preview**. To save your changes, click **OK**.

The remaining fields on the Legacy Gift tab for a life insurance legacy gifts are data entry fields for tracking purposes. Use these fields to store details about the life insurance policy such as the insurance carrier and policy information. For security purposes, the life insurance policy number is masked and encrypted in the database. If you see asterisks in this field, you do not have rights to view the data. For more information, consult your System Administrator.

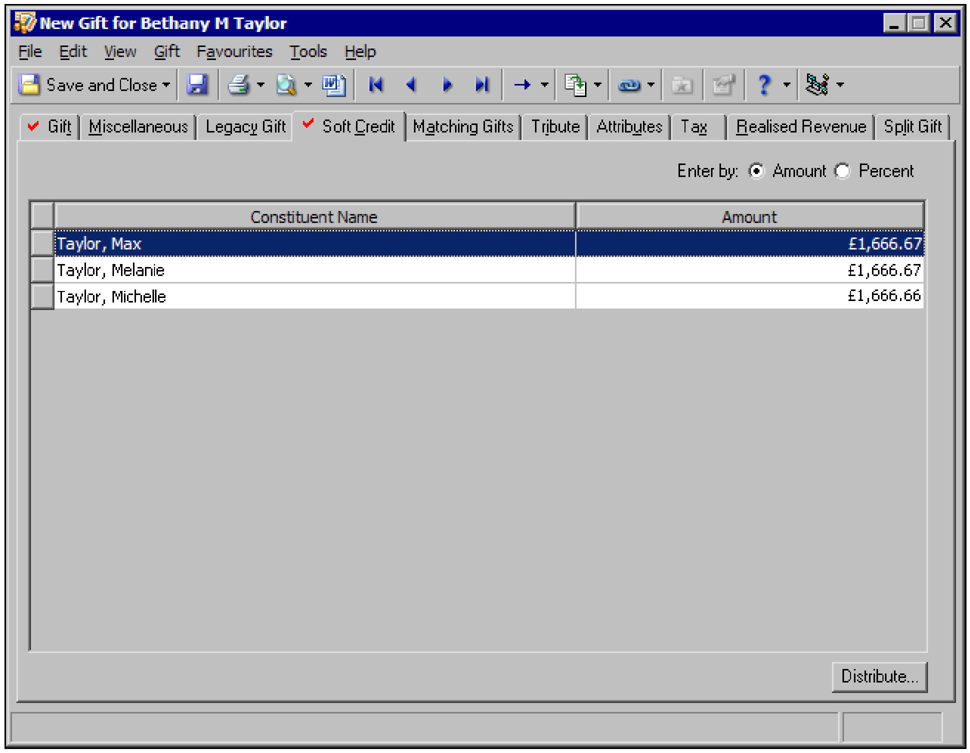
Soft Credit Tab

A soft credit allows more than one constituent to share credit for a single gift. When you soft credit constituents for a gift, you can decide whether to split the credit evenly between all soft credit recipients, give each recipient full credit for the gift, or define your own credit distribution.

If the constituent has already paid the premium, check **Premium is fully paid-up**. If your organisation is responsible for paying the premium, check this checkbox when the premium has been paid.

The Premium Schedule screen is for reference purposes for premium payment dates. ***The Raiser's Edge*** does not generate payment reminders or reconcile payments.

You can soft credit as many constituents as necessary as long as each soft credit recipient is a constituent in the database. When you create reports and mailings, you can determine whether the donor, the soft credit recipient, or both receive credit for the gift in the mailing or report. The soft credit distribution you select for the report or mailing does not affect the information entered on the Soft Credit tab of the legacy gift record.



To soft credit a constituent for a legacy gift, use the same procedure as for a regular legacy gift record. For more information, see “Track Legacy Gifts” on page 20.

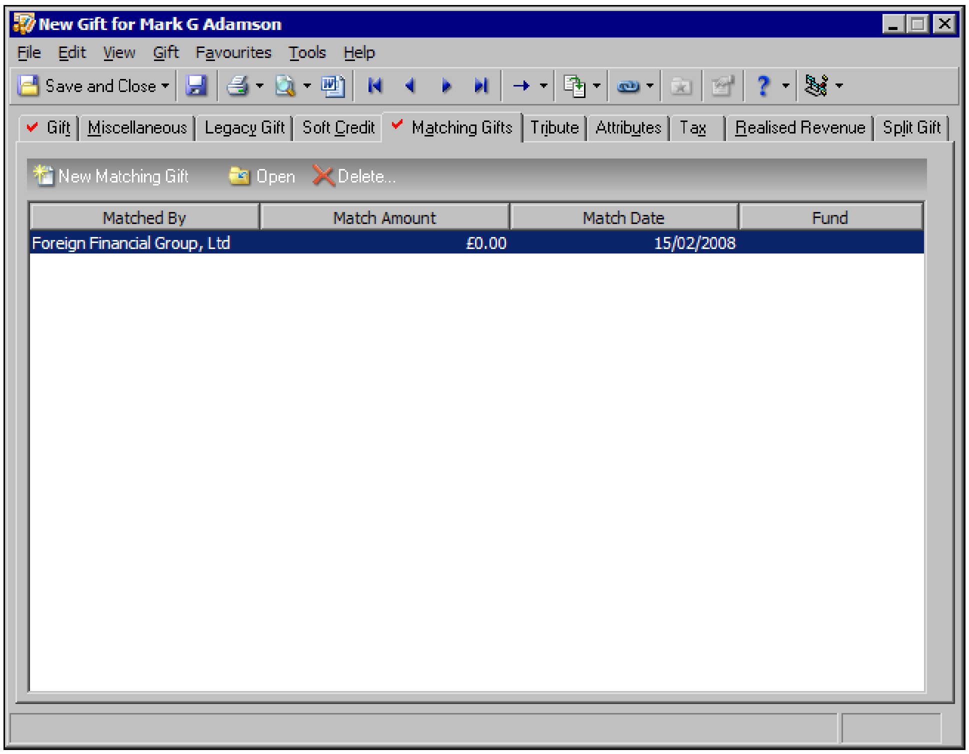
Automatically Apply Soft Credits

In *Configuration*, you can set a business rule to automatically copy soft credits from the Soft Credit tab of a gift record to the Soft Credit tab of the matching gift pledge record when you save the gift record. For example, if Frederick Thompson is a soft credit for the full amount of the matched gift on Michael Simpson’s record, the program can automatically add Frederick to the Soft Credit tab of the matching gift pledge when you save the matched gift. After Frederick’s name appears on the Soft Credit tab of the matching gift record, you can change the soft credit distribution as necessary. For more information about setting business rules, see the *Configuration & Security Guide*.

Matching Gifts Tab

Sometimes, companies match gifts donated to non-for-profit organisations by their employees or corporate partners. For example, Winston Tate, a Toy World employee, donates a recurring gift of £10 to your organisation directly from his paycheck as a part of Toy World's payroll giving program. As part of the payroll giving program, Toy World matches employee gifts on a one-to-one ratio when gifts meet certain criteria. Because Toy World matches gifts donated by their employees, you receive an additional £10 gift from Toy World if Winston Tate's gift meets the criteria set by Toy World.

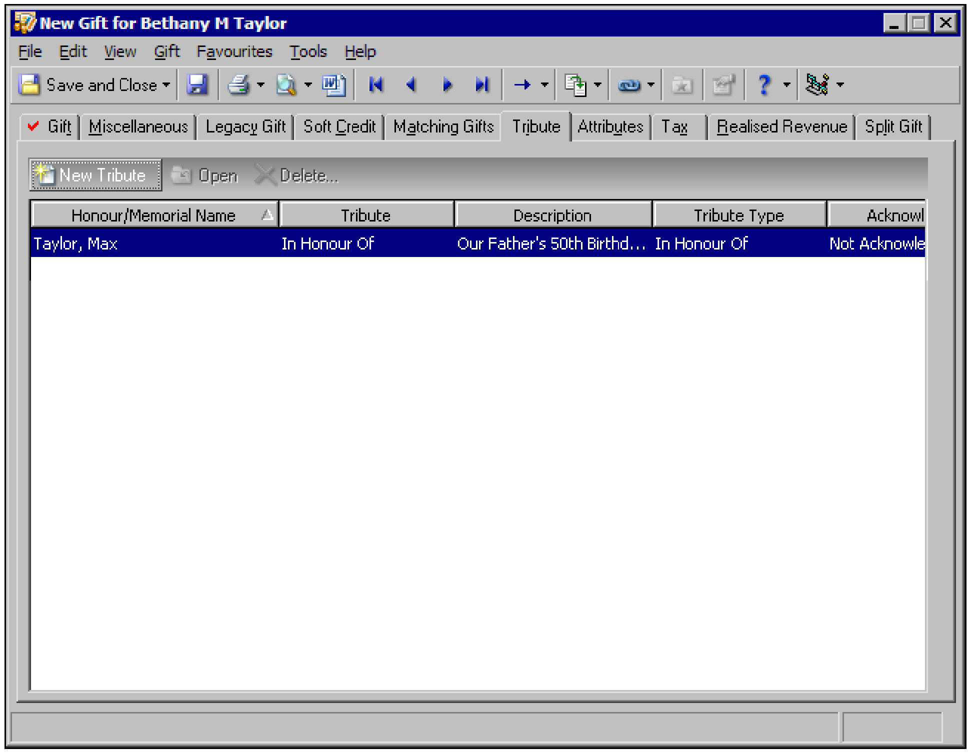
The majority of matching gift companies do not match legacy gifts. However, the Matching Gift tab remains available for a legacy gift record.



Tribute Tab

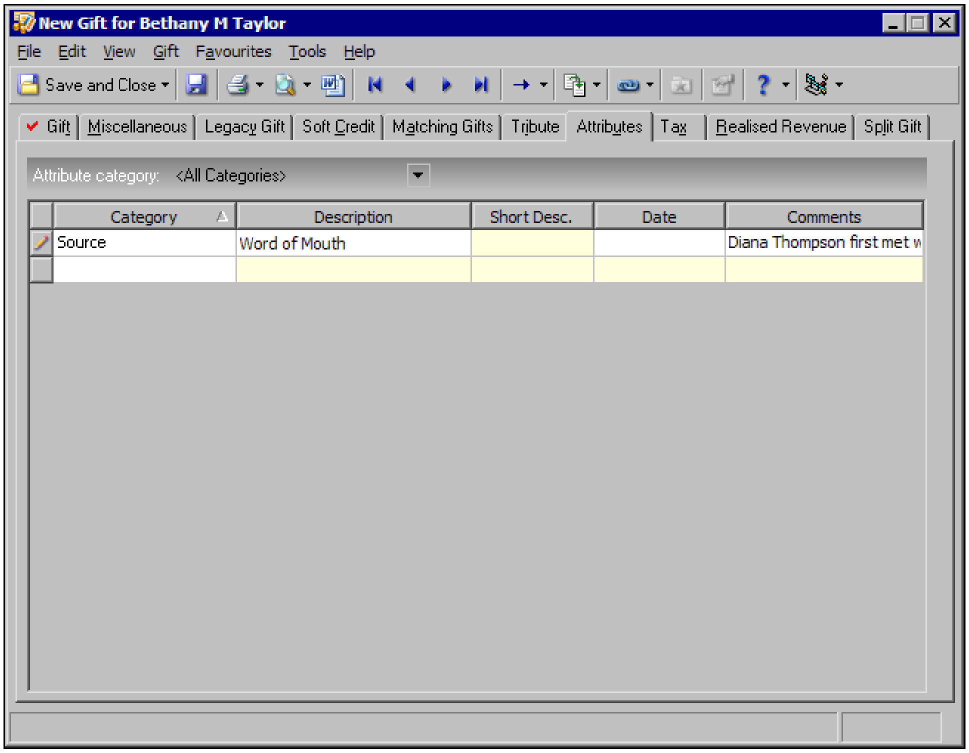
Before you begin to add tribute gifts, you must set up the tribute on the Honour/Memorial tab of the honouree's constituent record. For information about creating a new tribute, see the *Tribute Data Entry Guide*.

When *Honour/Memorial Tracking*, you can track detailed information about donations given in honour, memory, or celebration of an individual or organisation. With *Honour/Memorial Tracking*, you can use the Tribute tab on a legacy gift record to apply a gift to a tribute. A tribute explains the reason gifts are being donated to your organisation on behalf of an honour/memorial constituent.



Attributes Tab

Throughout ***The Raiser's Edge***, you can add attributes to track information specific to your organisation. On a legacy gift record, you can use the Attributes tab to store additional information about a legacy gift. For example, you can add a "Source - Word of Mouth" attribute to note how a legacy gift donor originally heard of legacy giving for your organisation. Later, you can create a query to locate all legacy gift records with a certain attribute type to help analyse your legacy gift records.



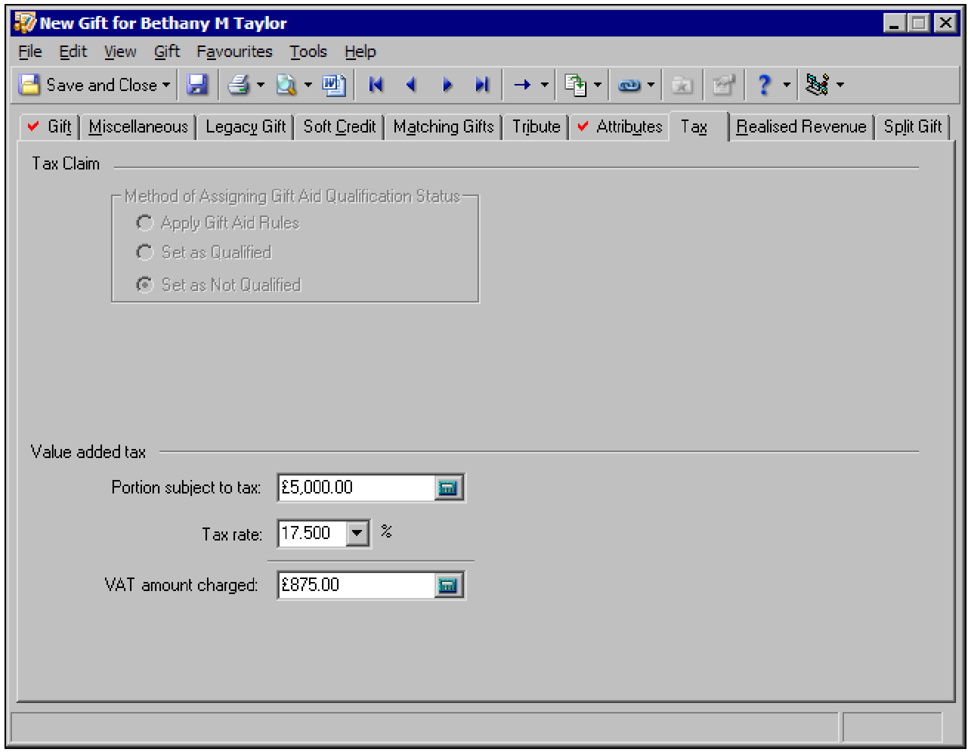
Tax Tab

In ***The Raiser's Edge***, when you add a legacy gift record, the **Tax claim** frame on the Tax tab is disabled. However, the fields in the **Value added tax** frame are available.

In the **Portion subject to tax** field, enter the amount of the good or service for the VAT. Depending on the goods or service, enter the percentage of tax that applies in the **Tax rate** field.You can add a new VAT tax rate from a gift record, or you can add the tax rate in the **VAT Tax Rate** table on the Table screen of *Configuration*. For more information about adding values to tables, see the Configuration chapter of *Configuration & Security Guide*.

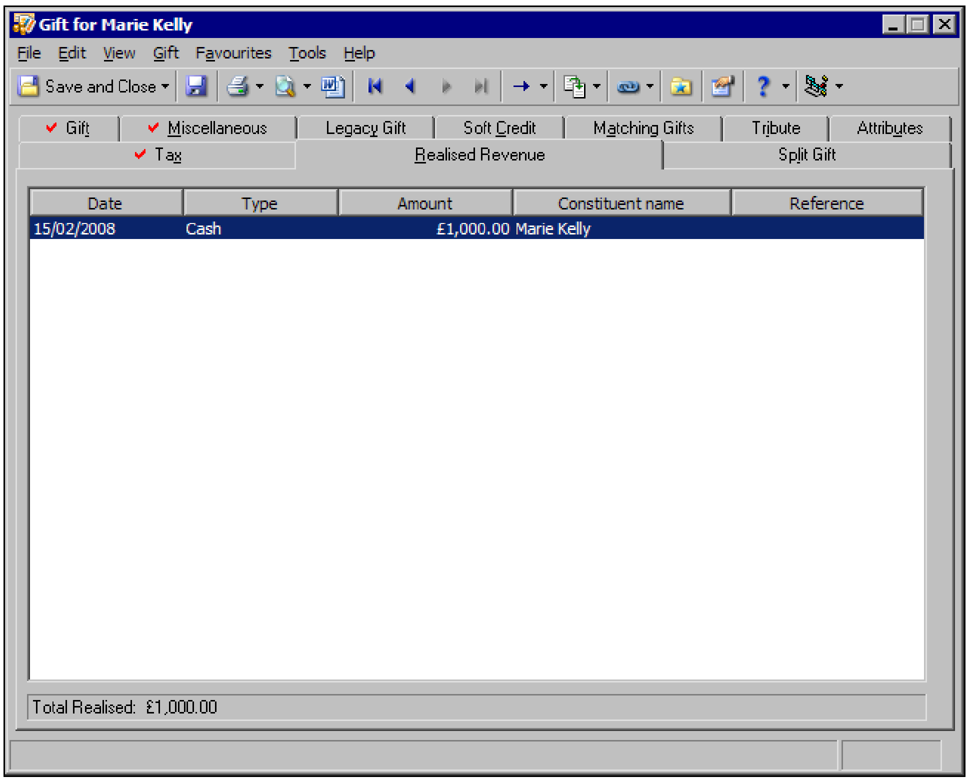
Legacy gifts do not typically use value added tax information. However, the **Value added tax** frame remains available for a legacy gift record.

After you enter amounts in the **Portion subject to tax** and **Tax rate** fields, the **VAT amount charged** field automatically calculates. You can manually enter this amount in the field or you can click the calculator next to the field.



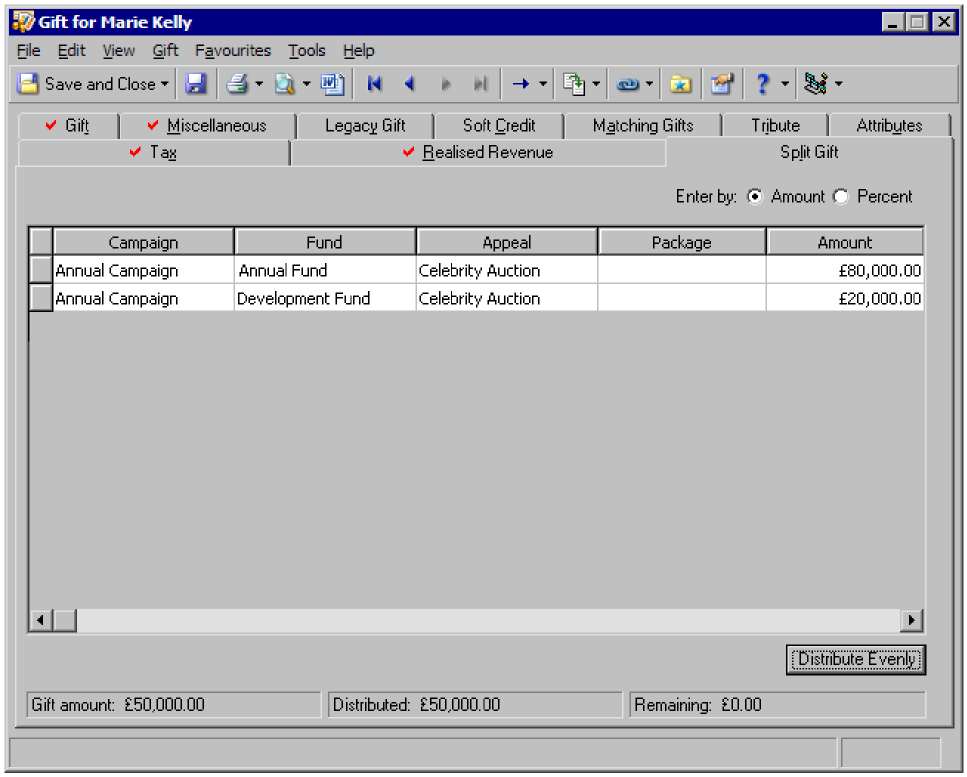
Realised Revenue Tab

In ***The Raiser's Edge***, you can add revenue realised from a legacy gift or apply revenue received to a legacy gift. You can apply revenue received from gifts of cash, stock, property, gift-in-kind, or other types to a legacy gift. On the Realised Revenue tab of a legacy gift record, you can view information about the revenue linked to the legacy gift. For each gift linked to the legacy gift, you can view the date, gift type, amount, constituent, and reference detail (if applicable) associated with the revenue. At the bottom of the tab, the **Total Realised** field displays the sum of the revenue amounts associated with the legacy gift.



Split Gift Tab

On the Split Gift tab, you can divide a legacy gift between multiple campaigns, funds, appeals, or packages. When you split a gift, the program displays the campaigns, funds, appeals, and packages entered on the Split Gift tab in the corresponding fields on the Gift tab. Then, the program disables the **Campaign**, **Fund**, **Appeal**, and **Package** fields on the Gift tab. When you split a gift, you must edit the campaign, fund, appeal, and package information on the Split Gift tab.



Track Legacy Gifts

For more information about security for legacy gifts, see the *Configuration & Security Guide*. For more information about reports for legacy gifts, see the *Reports Guide* and the *Sample Reports Guide*. For more information about acknowledging gifts, see the *Mail Guide*.

Once a donor officially commits to a legacy gift for your organisation, you can add a legacy gift record to your database in ***The Raiser's Edge***. Once all scheduled payments from the legacy gift are made and the final balance of the gift has been allocated to your final recipient(s), check **Gift has been realised** and enter the **Remainder value/as of** information on the Gift tab of the original legacy gift record. After you understand the tabs and options on a legacy gift record, you can add a legacy gift. For more information about the tabs on a legacy gift record, see "Understand the Legacy Gift Record" on page 7. This section explains how to add, edit, and delete legacy gifts from the database.

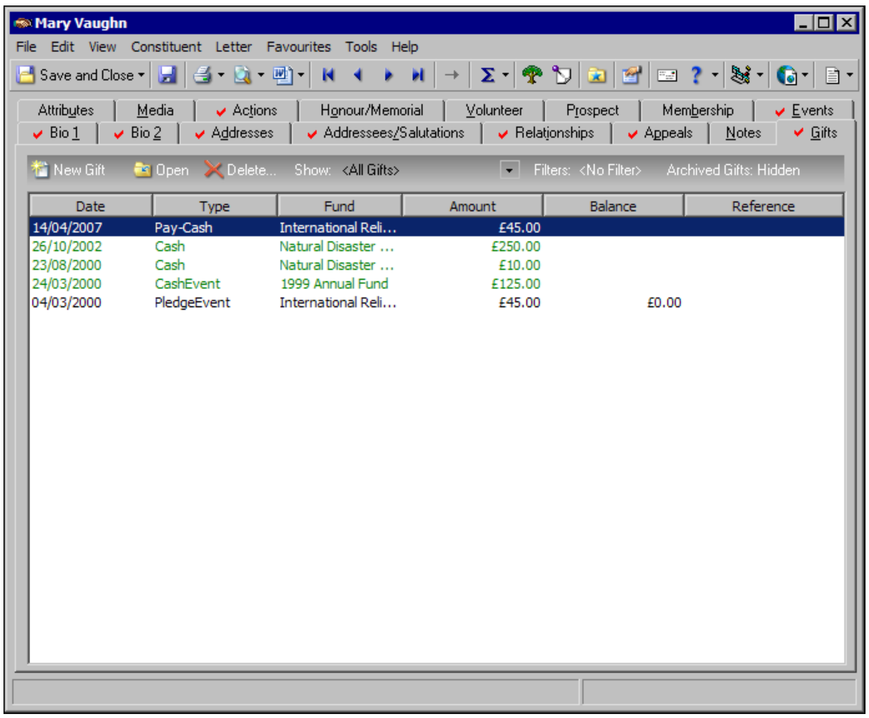
Add a Legacy Gift

When a donor commits to a legacy gift, you must add a legacy gift record to the database. To add this type of gift, create a new gift record and enter the appropriate information for a legacy gift.

Add a legacy gift for a bequest

On 3 March 2008, Mary Vaughn committed to a £50,000 bequest gift to your organisation. Mary requests that her gift go to the Scholarship Campaign and the Smith Brown Scholarship Fund. Your organisation will receive the bequest at the time of her passing. Mary's commitment comes as a result of Ellen Crenshaw's extensive solicitation efforts. Mary has appointed Solicitor Henry Judson as executor.

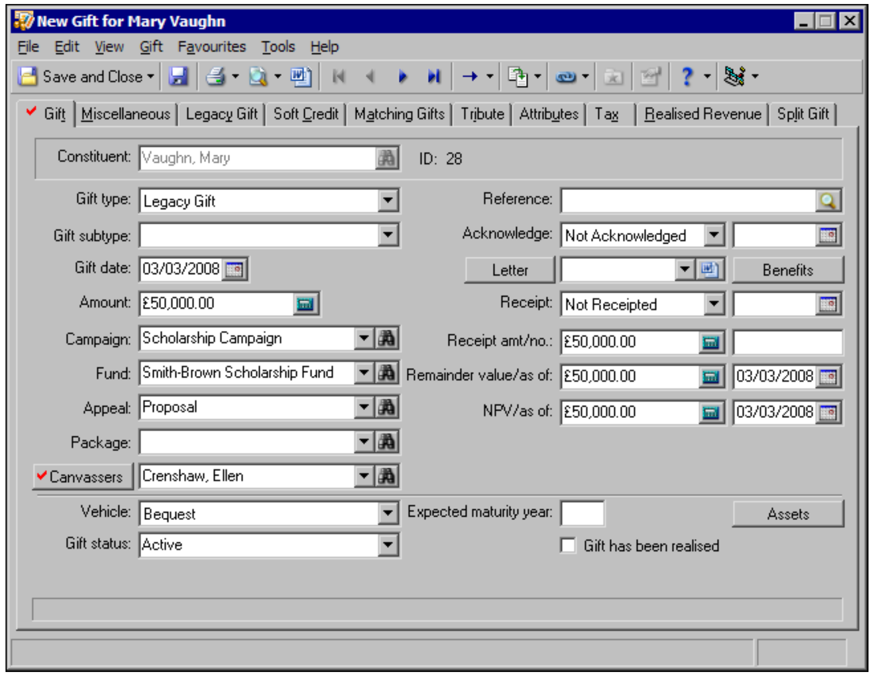
1. From Mary Vaughn's constituent record, select the Gifts tab. For more information about opening a constituent record, see the Introduction to Constituent Records chapter of the *Constituent Data Entry Guide*.



2. On the action bar, click **New Gift**. The New Gift screen appears.

For more information about gift data entry, see the *Gift Records Guide*.

3. In the **Gift type** field, select “Legacy Gift”. Additional fields for legacy gifts, such as the **Vehicle** and **NPV/as of** fields, appear.



4. In the **Gift date** field, enter the date the constituent commits to the legacy gift to your organisation, such as 03/03/2008.

If you do not know the legacy gift amount, you can enter £0 in the **Amount** field.

5. In the **Amount** field, enter the amount of the legacy gift, such as “£50,000”.

6. In the **Campaign** field, select the campaign to which to apply the bequest, such as “Scholarship Campaign”. To search the database for the campaign, click the binoculars.

7. In the **Fund** field, select the fund to which to apply the bequest, such as “Smith Brown Scholarship Fund”. To search the database for the fund, click the binoculars.

8. In the **Appeal** field, select the appeal used to solicit the legacy gift, such as “Proposal”. To search the database for the appeal, click the binoculars.

   You can add a new campaign, fund, or appeal from a gift record. To do this, click **Add New** on the Open screen when you search for a campaign, fund, or appeal. For more information, see the *Campaigns, Funds, and Appeals Data Entry Guide*.

9. In the **Canvassers** field, select the canvasser associated with the legacy gift. In this scenario, select Ellen Crenshaw because Mary committed to this legacy gift because of Ellen’s solicitation efforts.

   If multiple canvassers are associated with the legacy gift, click **Canvassers**.

10. In the **Remainder value/as of** fields, enter an estimated remainder amount and date associated with the remainder value.

    We recommend the amount in the **Remainder value** field reflect the expected income amount for your organisation once all the conditions for a legacy gift are met. In the **as of** date field, enter the last date the remainder value amount was updated.

11. In the **NPV/as of** fields, enter the net present value (NPV) and the current data, such as “£50,000” and “03/03/2008”.

    The NPV tracks what the gift is worth “today” when it matures. In the **as of** date field, enter the last date you enter or adjust the NPV.

12. In the **Vehicle** field, select “Bequest”.
13. In the **Gift status** field, select “Active”.

    If you need an entry that does not exist in the **Gift status** field, you can type your entry directly into the field if you have security rights established. A message appears and asks whether to add the entry to that table. Click **Yes**. Even though you can add a table entry from a field with a drop-down list, for data entry consistency, we recommend you establish your table entries from the **Tables** link of *Configuration*. For information about setting up tables, see the *Configuration & Security Guide*.

14. In the **Expected maturity year** field, enter the year you predict the legacy gift to be fully realised. Typically, you leave this field blank because you cannot predict the year of the donor’s passing.

    The Raiser’s Edge does not calculate the expected maturity year. If you can calculate an expected maturity year, such as with a life expectancy table your organisation has, you can enter in the year of your calculation.

15. To include asset information, such as about a house, an automobile, or a stock asset for the donor, click **Assets**. In this scenario, leave the **Assets** field blank.
16. Do not check **Gift has been realised**. Check this checkbox only when a legacy gift has been completed, such as once the donor passes away.
17. Enter and select any additional gift information you need on the Gift tab. For details about the remaining fields on the Gift tab, see the *Gift Records Guide*.
18. Select the Legacy Gift tab.

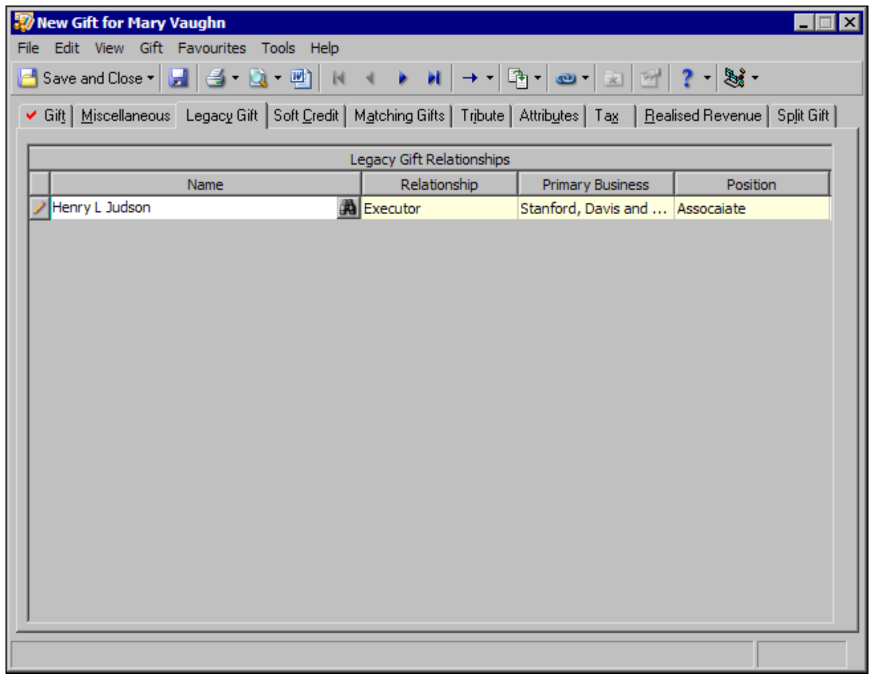
The Raiser’s Edge does not calculate the estimated remainder value or net present value (NPV) amounts. We recommend you calculate these amounts in a third party software and enter them on ***The Raiser’s Edge*** legacy gift record.

When you save a legacy gift record, the **Vehicle** field disables. To select a different vehicle type, you must do so before you save the legacy gift.

People and organisations that appear on the Search relationships for screen, such as when you click the binoculars in the **Legacy Gift Relationships** grid, default from the Relationships tab on the constituent record. To add a new relationship record, click **Add New**. To edit an existing relationship record, you must edit the record from the Relationships tab.

19. In the **Legacy Gift Relationships** grid, enter the names of any legacy gift relationships. To enter a name, click in the **Name** column. When you place the cursor in this field, the binoculars appear.

    In this scenario, because Mary requests to use Henry Judson as her executor, click the binoculars to search for Henry. When you locate him, his name appears in the first row of the **Name** column. The relationship, primary business, and position information default from the relationship record.



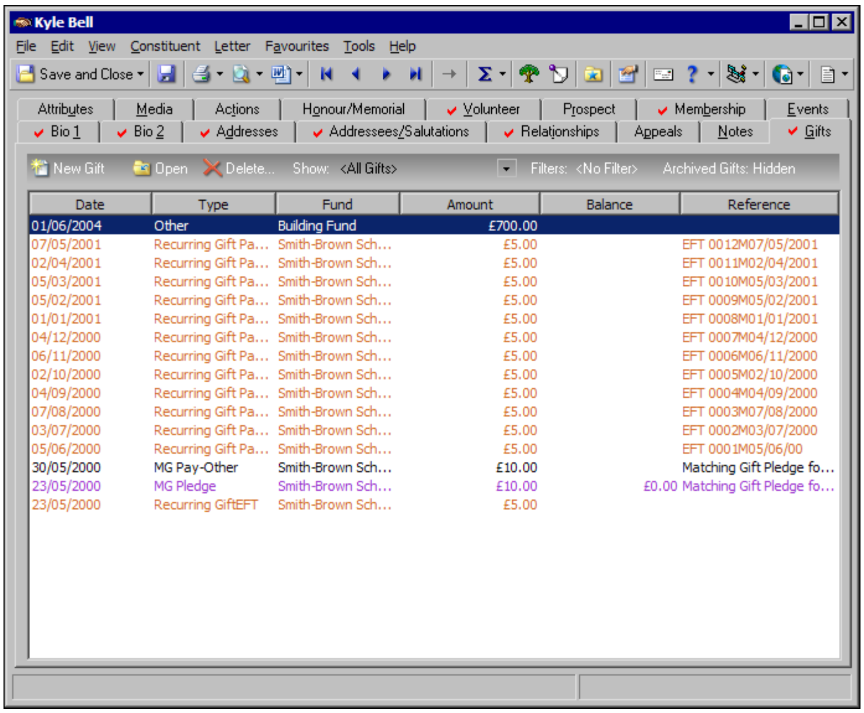
20. On the toolbar, click **Save and Close**. You return to the Gifts tab of the constituent record.

    Once you receive money from the bequest, you must complete the legacy gift record. To do this, check **Gift has been realised** and enter the final values in the **Remainder value/as of** and **NPV/as of** fields on the Gift tab of the original legacy gift record. For more information about how to edit a legacy gift record, see "Edit a Legacy Gift" on page 30.

➢ Add a legacy gift for a retained life estate

Through a retained life estate, Kyle Bell plans to leave his home in London (worth £2,500,000) to your organisation. He states that if his wife Susan outlives him, she retains the right to live in the house until the time of her passing. To track this information, you must create a legacy gift record for a retained life estate. Ben Connor is Kyle's real estate solicitor.

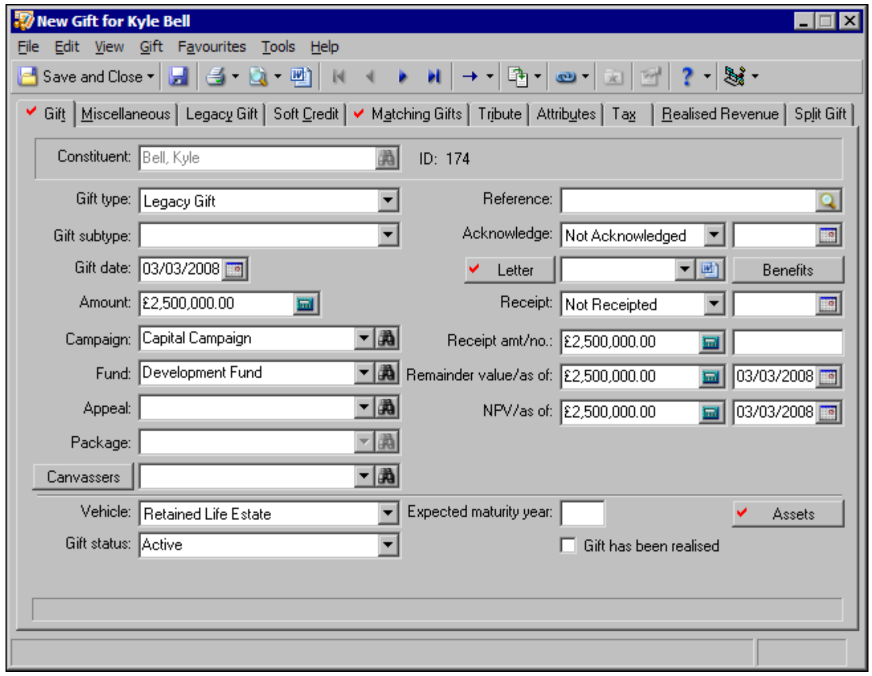
1. From Kyle Bell's constituent record, select the Gifts tab. For more information about opening a constituent record, see the Introduction to Constituent Records chapter of the *Constituent Data Entry Guide*.



2. On the action bar, click **New Gift**. The New Gift screen appears.

For more information about gift data entry, see the *Gift Records Guide*.

3. In the **Gift type** field, select “Legacy Gift”. Additional fields for legacy gifts, such as the **Vehicle** and **NPV/as of** fields, appear.



4. In the **Gift date** field, enter the date the donor commits to the retained life estate.

5. In the **Amount** field, enter the amount of the legacy gift, such as “£2,500,000”.

6. In the **Campaign** and **Fund** fields, enter the campaign and fund to which to apply the legacy gift. In this scenario, Kyle did not specify a campaign or fund for his retained life estate and left the designations up to your organisation. In the **Campaign** field, select “Capital Campaign”. In the **Fund** field, select “Development Fund”.

The Raiser’s Edge does not calculate the estimated remainder value or net present value (NPV) amounts. We recommend you calculate these amounts in a third party software and enter them on ***The Raiser’s Edge*** legacy gift record.

7. In the **Remainder value/as of** fields, enter the amount and date associated with the remainder value, such as “£2,500,000” and the legacy gift date.

   We recommend the amount in the **Remainder value** field reflect the expected income amount for your organisation once all the conditions for a legacy gift are met. In the **as of** date field, enter the last date you adjusted the remainder value.

8. In the **NPV/as of** fields, enter the value and date associated with the net present value (NPV), such as “£2,500,000 and the legacy gift date.

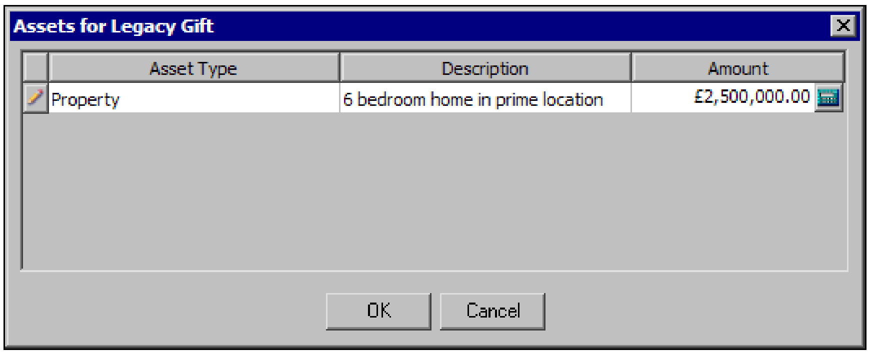
   The NPV tracks what the gift is worth “today” when it matures. In the **as of** date field, enter the last date you adjusted the NPV amount.

When you save a legacy gift record, the **Vehicle** field is disabled. To select a different vehicle type, you must do so before you save the legacy gift.

9. In the **Vehicle** field, select “Retained Life Estate”.

10. In the **Gift status** field, select “Active”.
11. In the **Expected maturity year** field, enter the year you predict the legacy gift to be fully realized. In this scenario, because you cannot predict the year of Kyle’s (or his wife’s) passing, leave this field blank.

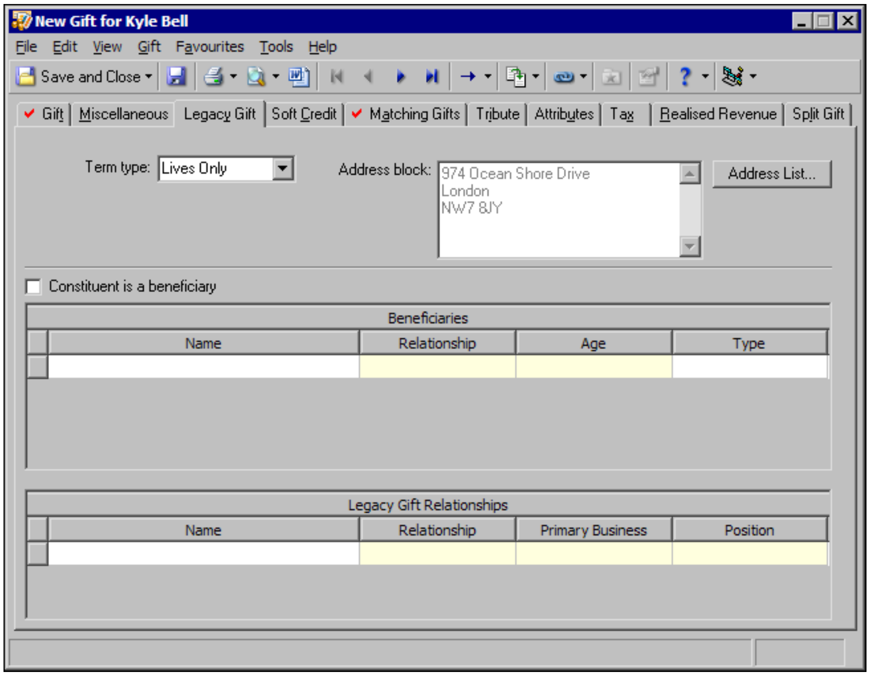
    The Raiser’s Edge does not calculate the expected maturity year. If you can calculate an expected maturity year, such as with a life expectancy table your organisation has, you can enter in the year of your calculation.
12. To include asset information about the estate, click **Assets**. The Assets for Legacy Gift screen displays.



    a. In the **Asset Type** column, select the type of asset associated with the legacy gift. In this scenario, select “Property”.
    b. In the **Description** column, enter a description or details of the asset, such as “6 bedroom home in prime location”.
    c. In the **Amount** column, enter the current value of the asset. For this scenario, enter “£2,500,000”, the current worth of the London house.
    d. To return to the Gift tab, click **OK**.
13. Do not check **Gift has been realised**. You only check this checkbox when a legacy gift has been completed, such as once Kyle and his wife both pass away.
14. Enter and select any other gift information you need. For details about the remaining gift fields, see the *Gift Records Guide*.

If you need an entry that does not appear as a selection in the **Gift status** field, you can type your entry directly into the field if you have security rights established. A message appears to ask whether to add the entry to that table. Click **Yes**. Even though you can add a table entry from a field with a drop-down list, for data entry consistency, we recommend you establish your table entries from the **Tables** link of **Configuration**. For information about setting up tables, see the *Configuration & Security Guide*.

15. Select the Legacy Gift tab.



16. In the **Discount rate %** field, enter the current discount rate for legacy gifts.

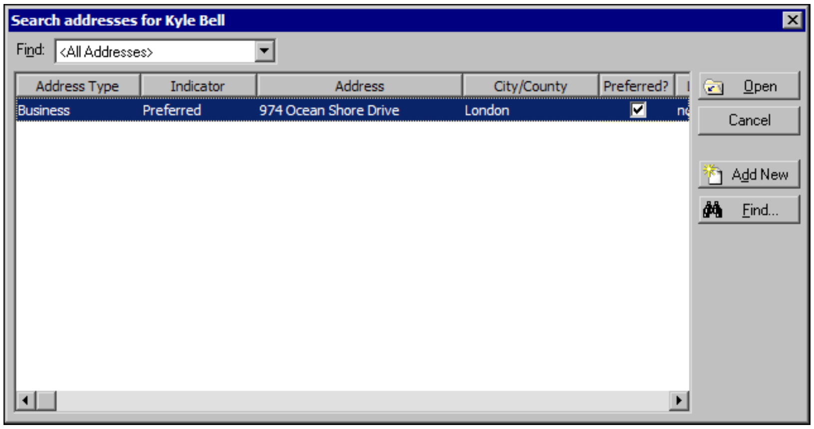
17. In the **Term type** field, select whether the term of the retained life estate lasts until a fixed date, the life of the constituent, or the shorter or longer of either. In this scenario, select “Lives Only”.

    Your selection in the **Term type** field affects other fields that appear on the Legacy Gifts tab. For example, if you select “Fixed Term”, the **Term end date** field appears. In this field, enter the projected end date for the term.

18. In the **Address block** box, enter the address associated with the retained life estate.

    To select the address:

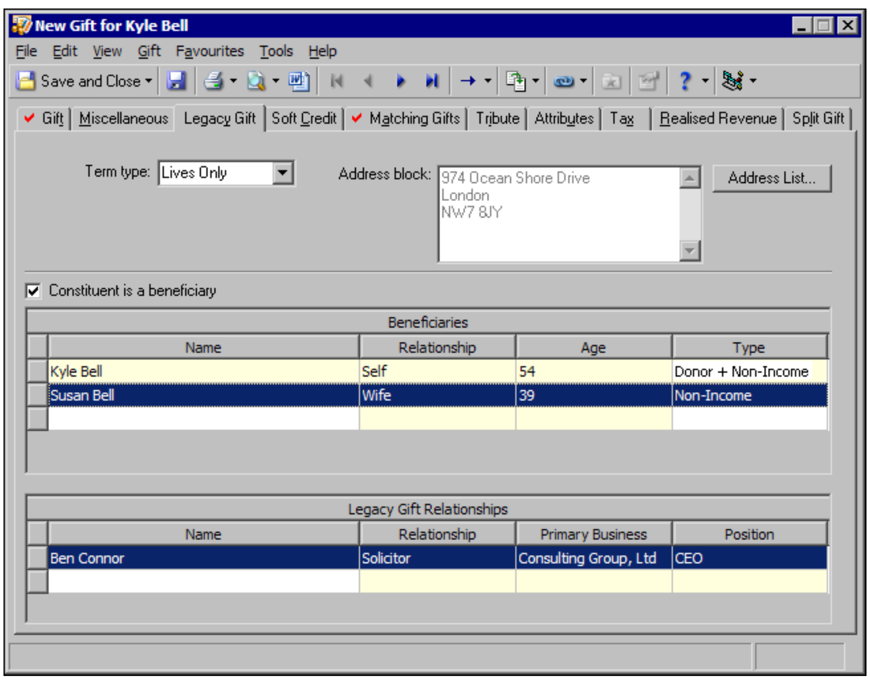
a. Click **Address List**. The Search Addresses for screen appears and displays the addresses associated with the constituent.



b. In the grid, select the address associated with the retained life estate.

c. Click **Open**. You return to the Legacy Gift tab of the legacy gift record. In the **Address block** box, the selected address automatically appears.

19. In the **Beneficiaries** grid, enter the beneficiaries for the retained life estate.



a. If the constituent is a beneficiary of the legacy gift, check **Constituent is a beneficiary**. In this scenario, since Kyle retained the right to use the house until his passing, check this checkbox.

When you check **Constituent is a beneficiary**, the donor's name defaults automatically in the **Beneficiaries** grid.

People and organisations that appear on the Search relationships for screen, such as when you click the binoculars in the **Beneficiaries** or **Legacy Gift Relationships** grid, default from the Relationships tab on the constituent record. To add a new relationship record, click **Add New**. To edit an existing relationship record, you must edit the record from the Relationships tab.

b. To enter the name of another beneficiary, click the second cell in the **Name** column. When you put the cursor in this field, the binoculars appear. In this scenario, because Kyle requests that his wife Susan retains the right to remain in the house until her passing if she outlives him, click the binoculars to search for Susan Bell.

   When you locate Susan, her name appears in the first row of the **Name** column. The relationship and age information default from the relationship record.

c. In the **Type** column, select the beneficiary type of the beneficiaries. In this scenario, select “Donor + Non-Income” for Kyle since he is the primary donor of the legacy gift and does not receive a monetary benefit from the gift. For Susan, select “Non-Income” since she does not receive income from the organisation for the legacy gift.

   The selections in the **Type** field depend on the vehicle selected on the Gift tab. For example, for a retained life estate, you can select “Donor”, “Non-Income”, or “Donor + Non-Income”.

20. In the **Legacy Gift Relationships** grid, enter the names of legacy gift relationships, such as the solicitor or financial advisor who reviewed the estate agreement for the constituent.

    To enter a legacy gift relationship, click the first cell in the **Name** column. When you put the cursor in this field, the binoculars appear. In this scenario, because Kyle requests to use Benjiman Connor as his solicitor, click the binoculars to search the database for Benjiman.

    When you find Benjiman in the database, his name appears in the first row of the **Name** column. The relationship, primary business, and position information default from the relationship record.

21. On the toolbar, click **Save and Close**. You return to the Gifts tab of the constituent record.

    Once you receive money from the home, such as when the legacy gift matures and the home is sold, you must complete the legacy gift record. To do this, check **Gift has been realised** and enter the final values in the **Remainder value/as of** and **NPV/as of** fields on the Gift tab of the original legacy gift record. For more information about how to edit a legacy gift record, see “Edit a Legacy Gift” on page 30.

Edit a Legacy Gift

We recommend you edit a legacy gift for two main reasons.

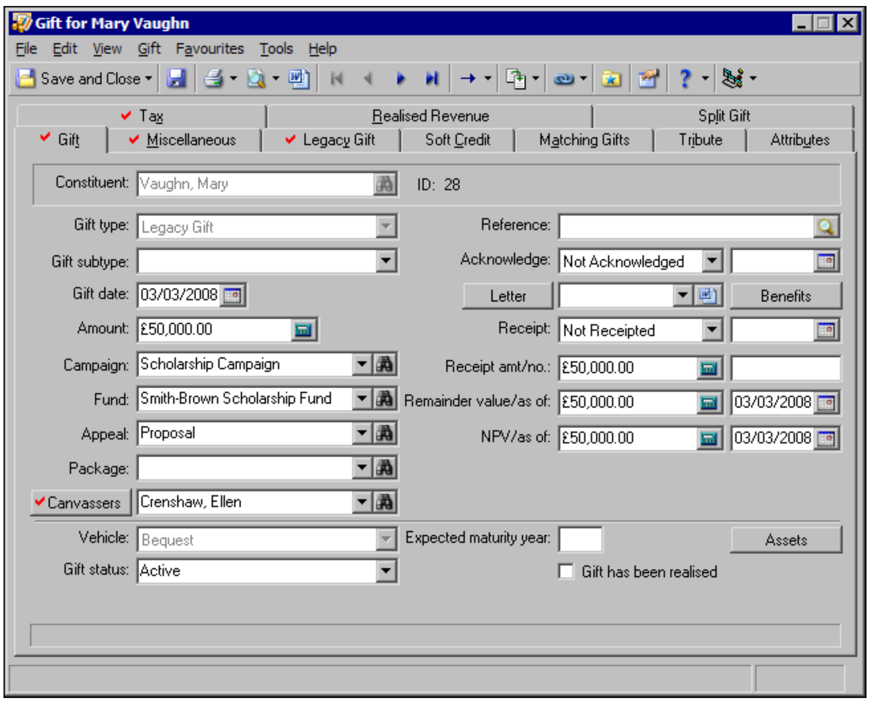
- When you receive a payment for the legacy gift, you can create a gift record for the payment that links to the original legacy gift record. To link a payment for a legacy gift, open the legacy gift record. The new gift is created from the original legacy gift record. If the gift record already exists, open the gift record to link it to a legacy gift record.
- When the legacy gift matures, you can complete the legacy gift record. To edit a mature legacy gift, complete the legacy gift record. To do this, you must edit legacy gift information on the Gift tab of the original legacy gift record. You can edit a gift record if you have security rights. For more information about security, see the *Configuration & Security Guide*.

You may also edit a legacy gift to update the **Remainder value/as of** and **NPV/as of** fields. We recommend you update this information periodically throughout the life of the legacy gift.

➢ Create and link a new payment to a legacy gift record

Legacy gifts do not qualify for Gift Aid. Therefore, gifts linked to legacy gift records do not qualify. For more information, see “Gifts Linked to Legacy Gifts — Gift Aid Rules” on page 34.

1. Open the legacy gift record to link to the new gift. For more information about how to open a legacy gift record, see “Open an existing legacy gift from the Records page” on page 4.



2. From the menu bar, select **Gift**, **Add Revenue Realised from Legacy Gift**. A new gift appears.

   Some information from the legacy gift record, such as from the **Amount**, **Fund**, and **Letter** fields, default into the appropriate fields on this gift record.

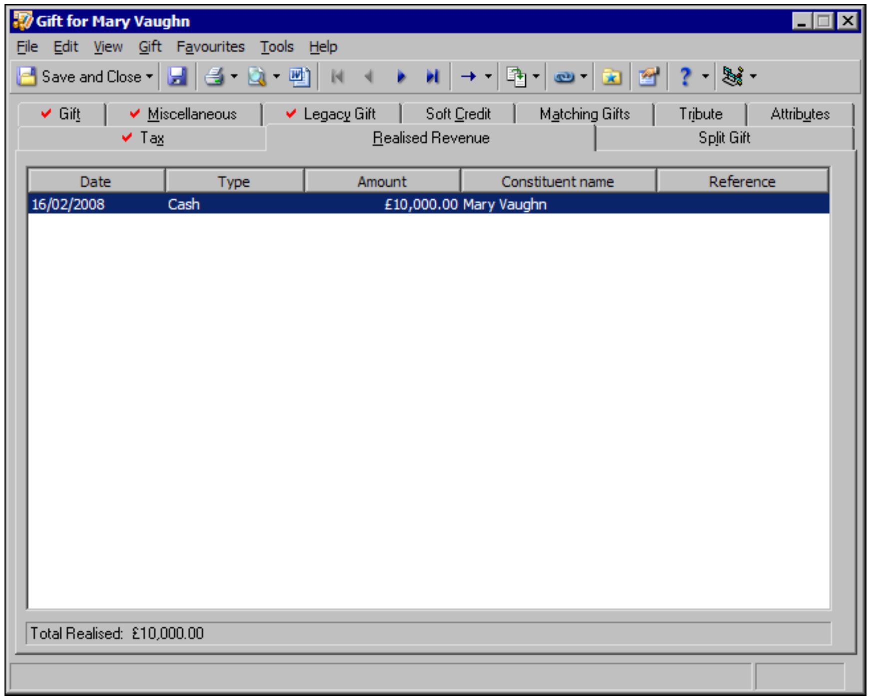
3. In the **Gift type** field, select the type of gift received. You can select “Cash”, “Stock/Property”, “Gift-in-Kind”, or “Other”.

4. Enter and select any other gift information required. For details about the remaining gift fields, see the *Gift Records Guide*.

5. To save the payment, click **Save and Close** on the toolbar. You return to the legacy gift record.

To view the legacy gift record, click **View linked Legacy Gift**.

6. To view the linked gift information, select the Realised Revenue tab.



7. To access another linked gift from the Realised Revenue tab, from the **Gift** menu, select **Go to**.

8. To close the legacy gift record, select **Save and Close** on the toolbar.

The Realised Revenue tab does not calculate a legacy gift balance. The tab only calculates a total amount for received gifts.

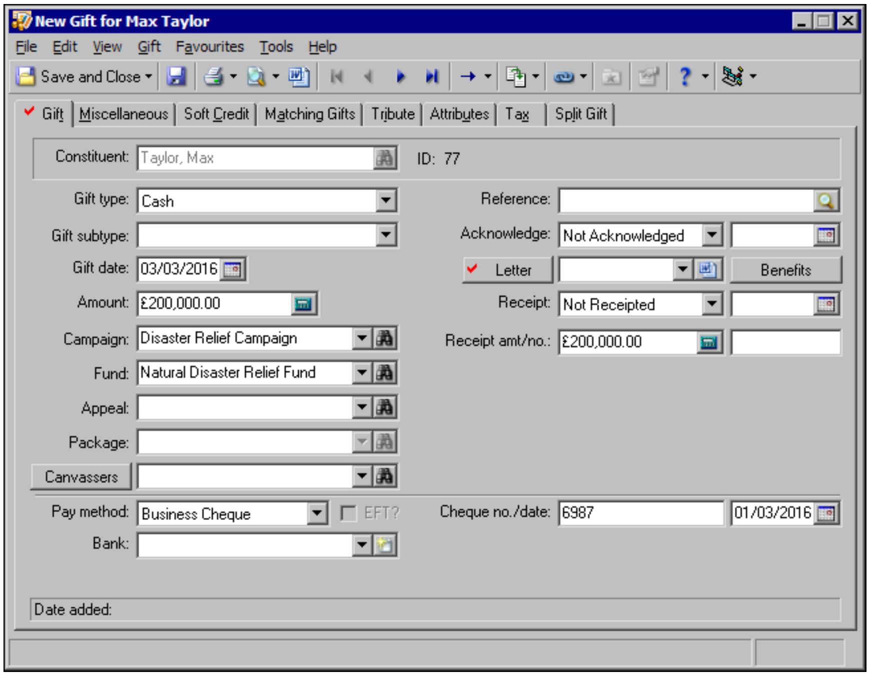
➢ Link an existing gift record to a legacy gift record

Legacy gifts do not qualify for Gift Aid. Therefore, gifts linked to legacy gift records do not qualify. For more information, see “Gifts Linked to Legacy Gifts — Gift Aid Rules” on page 34.

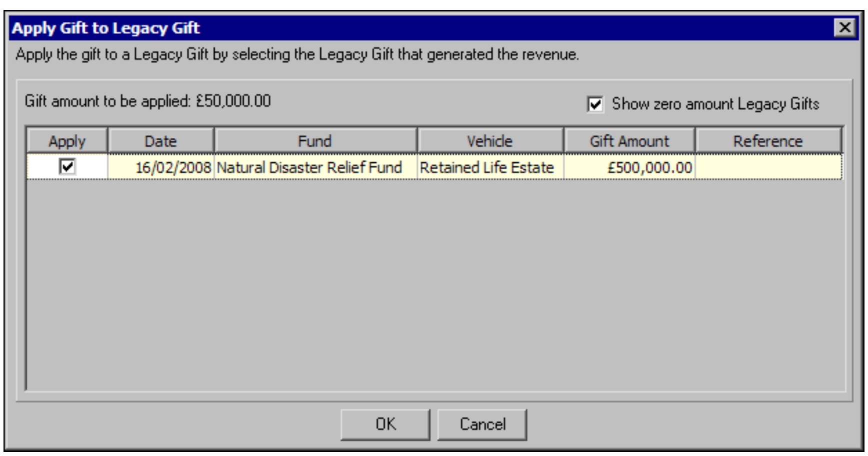
You can link an existing gift record as a payment for a legacy gift record if the these conditions are met:

- The constituent has an existing legacy gift record.
- The gift type is Cash, Stock/Property, Gift-In-Kind, or Other.
- The gift record does not include a matching gift.
- You have security rights to edit legacy gift records.

1. Open the existing gift record for which to apply to the legacy gift. For more information about opening a gift record, see “Open an existing legacy gift from the Records page” on page 4.



2. From the **Gift** menu, select **Apply to**, **Legacy Gift**. The Apply Gift to Legacy Gift screen appears.



3. In the **Apply** column, check the checkbox next to the legacy gift to which you want to apply the gift.

4. Click **OK**. You return to the Gift tab of the gift record.

5. To close the gift record, select **Save and Close** on the toolbar.

To break the link between the gift record and the legacy gift record, uncheck the checkbox on the Apply Gift to Legacy Gift screen, and click **OK**.

To view the legacy gift record, click **View linked Legacy Gift**.

Gifts Linked to Legacy Gifts — Gift Aid Rules

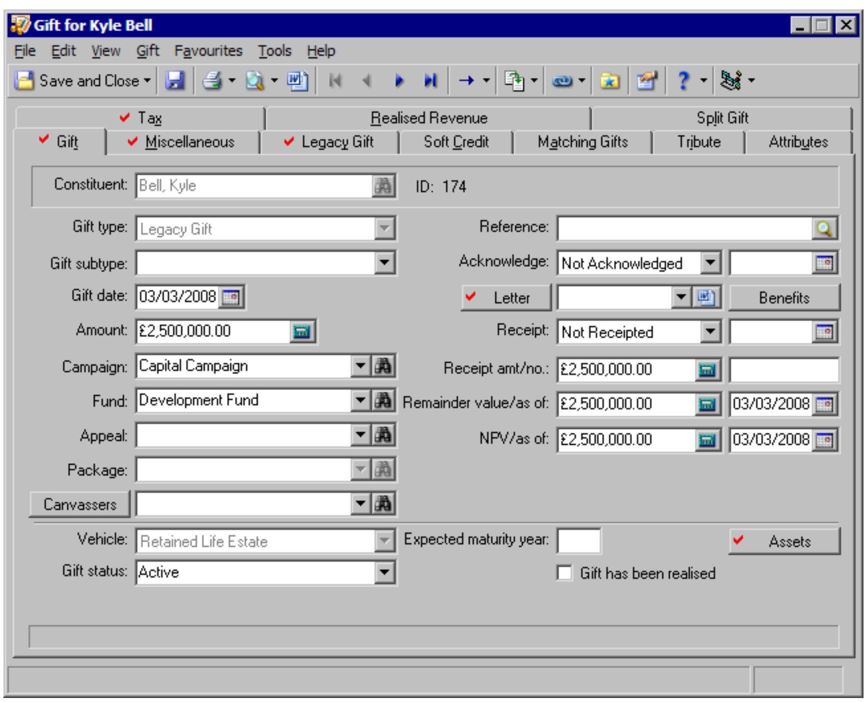
Legacy gifts do not qualify for Gift Aid. Therefore, gifts linked to legacy gift records do not qualify. As a result, the following Gift Aid rules apply for Gift Aid purposes for gifts linked to legacy gift records.

- When a linked gift is created from a legacy gift, the **Method of Assigning Gift Aid Qualification Status** frame is disabled and marked as **Set as Not Qualified**. This applies to the Tax tab and the Split Gift tab on the gift record.
- When an existing gift is linked to a legacy gift, the **Method of Assigning Gift Aid Qualification Status** frame is disabled and marked as **Set as Not Qualified**. This applies to the Tax tab and the Split Gift tab on the gift record.
- When a gift with a **Tax claim amount** greater than zero has been posted, the **Gift**, **Apply to**, **Legacy Gift** menu option is disabled. After **Tax claim amount** is posted, the gift cannot be linked to a legacy gift.
- When a gift has a **Claim number** assigned to it, the **Gift**, **Apply to**, **Legacy Gift** menu option is disabled. After tax is claimed, the gift cannot be linked to a legacy gift.

For more information about Gift Aid qualification rules, see the *Gift Records Guide* and the *Regular Supporters Implementation Guide*.

➢ Edit a legacy gift record for a realised legacy gift

1. Open the existing legacy gift record and select the Gifts tab. For more information about how to open a legacy gift record, see “Open an existing legacy gift from the Records page” on page 4.



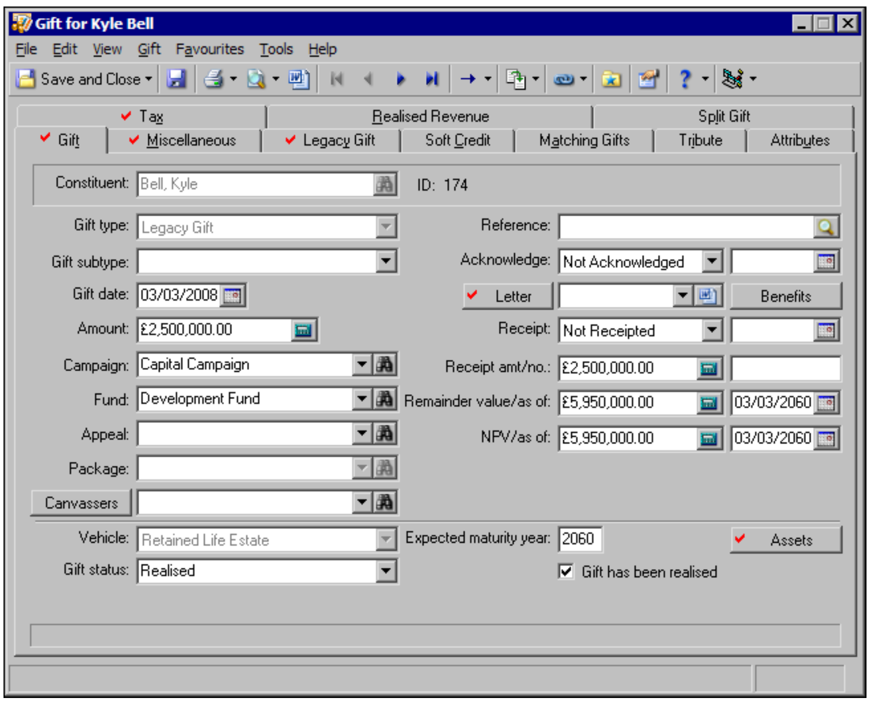
2. Enter the information in the **Remainder value/as of** field and the **NPV/as of** field.

3. In the **Gift status** field, select "Realised".

   If the selection you need does not appear in the **Gift status** field, you can type your entry directly into the field if you have security rights established. A message appears, asking if you want to add the entry to that table. Click **Yes**. Even though you can add a table entry from a field with a drop-down list, for data entry consistency, we recommend you establish your table entries from the **Tables** link of **Configuration**. For information about setting up tables, see the *Configuration & Security Guide*.

4. In the **Expected maturity year** field, enter the year the legacy gift is realised.

5. Because all conditions of the legacy gift have been met, check **Gift has been realised**.



   To link a payment to the legacy gift record, see "Create and link a new payment to a legacy gift record" on page 31 or "Link an existing gift record to a legacy gift record" on page 32.

6. To close and save the legacy gift record, click **Save and Close** on the toolbar.

Delete a Legacy Gift

If you have security rights, you can delete a gift record from the database. We strongly recommend you make a backup copy of the database before you delete any information from ***The Raiser's Edge***.

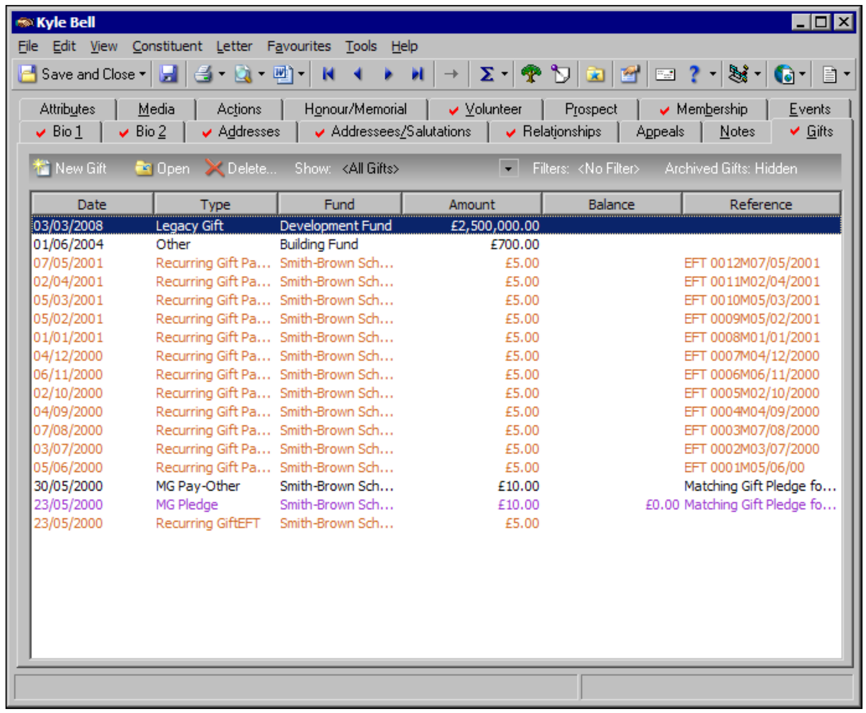
The Raiser's Edge does not calculate the estimated remainder value or net present value (NPV) amounts. We recommend you calculate these amounts in a third party software and enter them on ***The Raiser's Edge*** legacy gift record.

When you delete a gift record that is linked to a legacy gift record, a warning message appears to confirm the deletion of the gift. If you click **Yes**, the program deletes the gift and breaks the link between it and the legacy gift.

➢ Delete a legacy gift from the Gifts tab of a constituent record

If you delete a legacy gift that is linked to a gift record, a warning message appears to confirm the deletion of the legacy gift. If you click **Yes**, the program breaks the link between the gift and deletes the legacy gift.

1. From a constituent record, select the Gifts tab. For more information about accessing a constituent record, see the Introduction to Constituent Records chapter of the *Constituent Data Entry Guide*.



2. In the grid, select the gift to delete.
3. On the action bar, click **Delete**. A message appears to confirm the deletion of the gift record.
4. To delete the gift record, click **Yes**.
5. To save the changes and close the constituent record, click **Save and Close** on the toolbar.

Legacy Gifts Migration Tool

Appendix A

Contents

Legacy Gifts Migration Tool

For information about how to download and install the Legacy Gifts Migration Tool, refer to Knowledgebase tip #BB373124.

Before you perform a global delete, we recommend you back up your database.

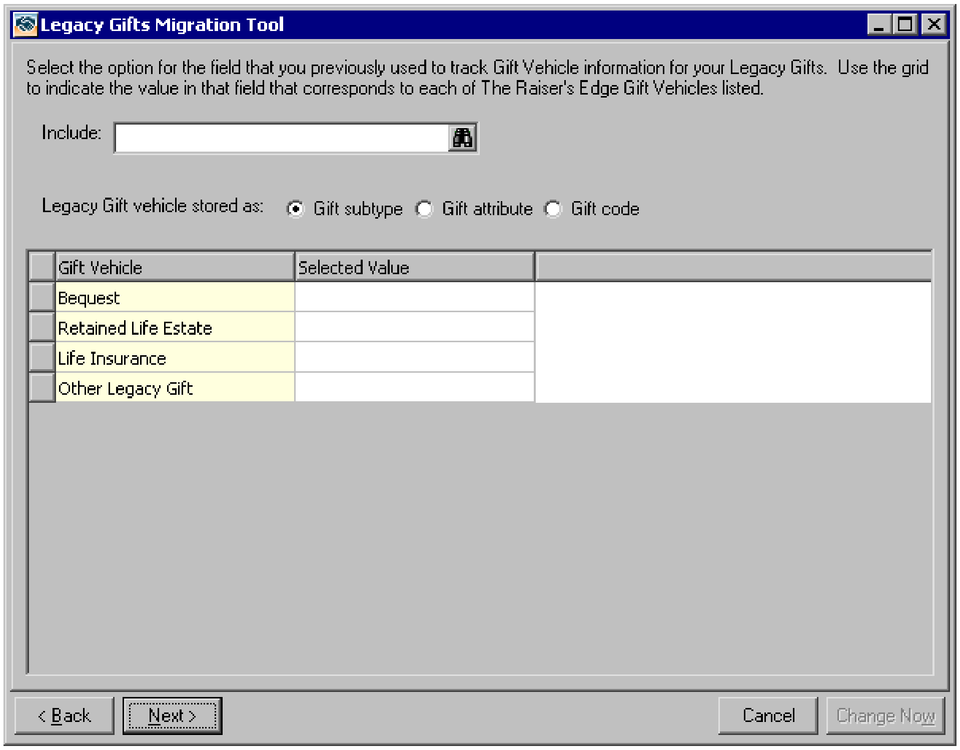
With *Legacies* for ***The Raiser's Edge***, you can create gift records with a gift type of Legacy Gift. These records contain fields unique to legacy giving. You may have previously stored legacy gifts in ***The Raiser's Edge*** as Other gift records using Gift attributes, Gift subtypes, or Gift codes. The Legacy Gifts Migration Tool migrates these records into new Legacy Gift records using the new fields for legacy giving.

During the migration, you can select to generate a static query of the original gift records copied to new legacy gift records. After the migration is complete, you may want to perform a global delete of the original gift records. If you do this, use the generated static query to clean up your gift records.

The Raiser's Edge does not currently support the posting of legacy gifts to the nominal ledger. If the legacy gifts you want to migrate are posted, you need to post the appropriate amounts for the new Legacy Gift records to your accounting software - not through ***The Raiser's Edge***. The posted amounts for the original gifts are offset in the nominal ledger if you delete the original gift records following migration.

- You must run the Legacy Gifts Migration Tool from a machine that has ***The Raiser's Edge*** installed.
- Every screen in the Legacy Gifts Migration Tool provides instructional information. For a successful migration, make sure you read and understand all of the information before processing.
- To use the Legacy Gifts Migration Tool, you must have Supervisor rights to ***The Raiser's Edge***.
- With this tool, you can only migrate legacy gifts stored in ***The Raiser's Edge*** as Gift subtypes, Gift attributes, or Gift codes. For information about migrating data not supported by this tool, contact solutions@blackbaud.co.uk.
- For information about *Legacies*, see the *Legacies Guide*.

Step 1



- ❑ In the **Include** field, select the query of original gift records you want to convert to Legacy Gift records.

  You must have a gift query for the migration tool. If you have not created a gift query, click the binoculars button. The Open Query screen appears. To create a new query, click **Add New**. For more information about creating a query, see the *Query & Export Guide*.

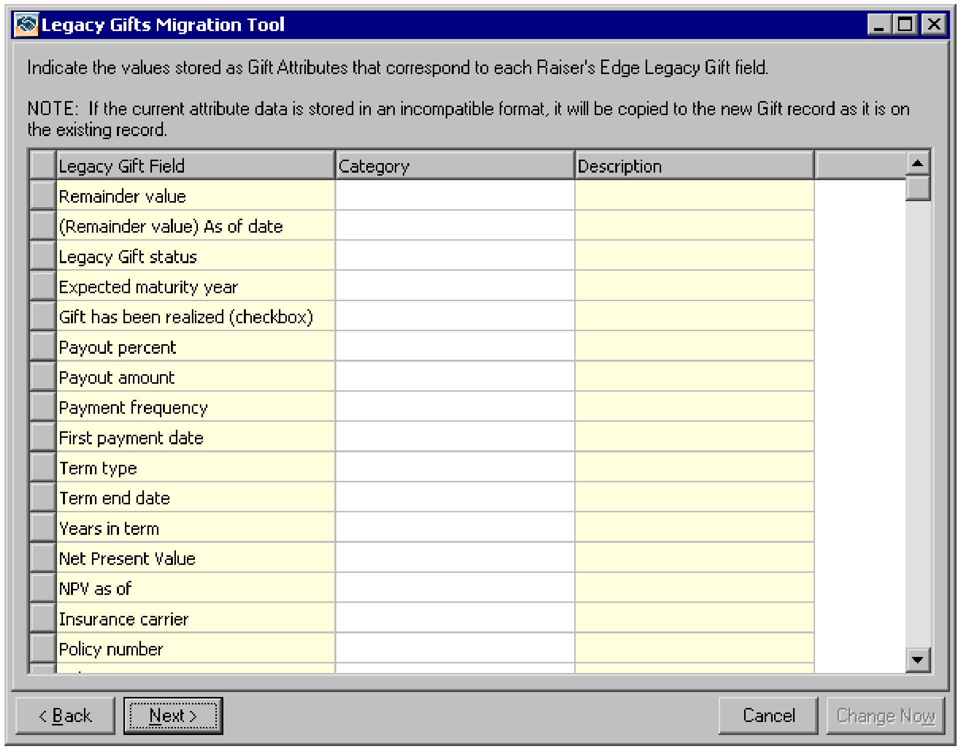
- ❑ For the **Legacy gift vehicle stored as** option, select if you previously stored your legacy gifts as a **Gift subtype**, **Gift attribute**, or **Gift code**.

- ❑ The fields in the **Gift Vehicle** column are the legacy giving vehicles available in ***The Raiser's Edge***. Select your previously used vehicle types in the **Selected Value** column that correspond to ***The Raiser's Edge*** gift vehicles.

- ❑ If you select **Gift attribute**, a **Category** and **Description** column display on the screen. Use the **Category** and **Description** columns to select your gift attribute vehicle that corresponds to the ***Raiser's Edge*** vehicles in the **Gift Vehicle** column.

If you decide you are not ready to migrate your legacy giving information, click **Cancel** on the Legacy Gifts Migration Tool.

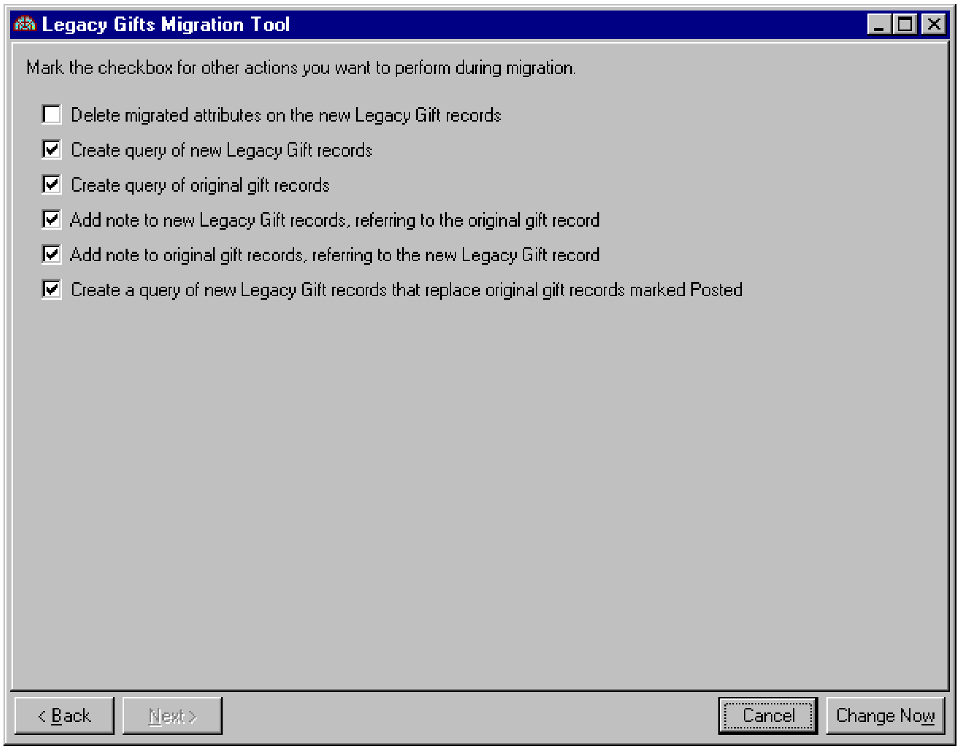
Step 2



❑ The fields in the **Legacy Gift Field** column are new fields in ***The Raiser's Edge*** for legacy gifts. Use the **Category** and **Description** columns to select your gift attribute for legacy gifts information that corresponds to the ***Raiser's Edge*** fields in the **Legacy Gift Field** column.

Fuzzy dates do not migrate to a new Legacy Gift record. For example, if you previously used a gift attribute date of "11/12" for 11 December, this date does not migrate because it is not complete with year information.

Step 3



❑ Read the checkboxes carefully, and check the checkbox next to the option you want to perform during migration.

❑ Click **Change Now**. If you checked any checkboxes for the query options, the Save Static Query screen appears.

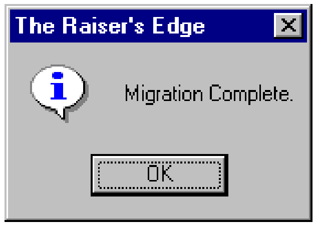
❑ If you want, you can write over the default **Query name** and **Description** information. You can also select to limit other users use of the query by unchecking the **Other users may execute this query** and **Other users may modify this query** checkboxes.

❑ Click **Save**. The migration begins processing.

If you decide you are not ready to migrate your legacy giving information, click **Cancel** on the Legacy Gifts Migration Tool.

For every query you choose to create, a Save Static Query screen appears.

❑ Once the migration completes, the Migration Complete screen appears.



❑ Click **OK**. The Legacy Gifts Migration Tool closes, and the LegacyGiftMigration.log file appears. Review the log file to determine any exceptions during your migration.

❑ If you decide to perform a global delete of your original gift records, we recommend you back up your database. For more information about global deletes, see the *Global Add, Delete, and Change Guide*.

Legacy Gifts Migration Tool Exceptions

Because there may be differences between your way of previously storing legacy gifts and *Legacies* in ***The Raiser's Edge***, some gifts may not migrate. In some instances, a new Legacy Gift record may be created but certain data may not migrate. The following table includes a list of possible exceptions and exception reasons.

Exception	Exception Reason
Unable to migrate gift	The gift is not mapped to a ***Raiser's Edge*** gift vehicle type. For more information, see "Step 1" on page 39.
Unable to migrate gift	The payment frequency you used previously does not correspond to a ***Raiser's Edge*** payment frequency. For more information, see "Step 3" on page 41.
Unable to migrate gift	The term type you used previously for legacy gifts does not correspond to a ***Raiser's Edge*** term type. For more information, see "Step 3" on page 41.
Unable to migrate gift	The gift does not migrate if the gift is linked to a membership, event, pledge, recurring gift, or a matching gift.
Data from the Stock Details screen and the Sell Stock/Property screen (for a gift record with a gift type of Stock/Property)	Data from these screens on a Stock/Property gift do not migrate to a Legacy Gift record because fields on these screens are not applicable to a legacy gift. If you want to continue to track this information on the new Legacy Gift record, you must manually move the data to the gift fields your organisation wants to use to track the stock/property information.

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