



# Minnesota Management & Budget Statewide Operating Policy

Minnesota Management and Budget, Fiscal Services  
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## Gift Acceptance

### Objective

To ensure that it is in the best interest of the state to accept gifts from donors and to provide uniform procedures for accounting for those gifts. Gifts may be accepted pursuant to [Minnesota Statutes 16A.013](https://www.revisor.mn.gov/statutes/?id=16A.013) (<https://www.revisor.mn.gov/statutes/?id=16A.013>) or agency-specific statute.

### Policy

State agencies must review each gift offer to determine if it will benefit the state and if the purpose conforms to state or agency objectives. If a gift is anything other than money, then the estimated or appraised value of the item(s) must be determined by the agency.

State agencies should establish their own internal review process for gifts. Gifts received pursuant to Minnesota Statutes 16A.013 must be approved by the agency head or designee and by Minnesota Management & Budget (MMB) using the Gift Acceptance form (0602-12F). This form is optional for agencies accepting gifts under their own legal authority.

[Minnesota Statutes 16A.72](https://www.revisor.mn.gov/statutes/?id=16A.72) (<https://www.revisor.mn.gov/statutes/?id=16A.72>) provides that investment earnings resulting from any gift are to be credited to the fund or account and appropriated for the purpose for which the gift was received.

Unless otherwise provided in statute, all gifts and related interest should be recorded in the Gift or Endowment fund. The Endowment fund should be used if the principal portion of the gift is required to be maintained. All others should be recorded in the Gift fund. Grant revenue should not be recorded in the Gift or Endowment fund and does not earn interest unless otherwise specified in statute.

### Definitions

**Gift:** Any gift, donation, bequest, devise, endowment, or trust that does not have a grant or cooperative agreement.

**Grant Revenue:** Cash received by the state that is restricted by a grant or cooperative agreement which defines specific terms in which money will be spent and the responsibilities of the state (such as reporting requirements, matching state contributions, etc.) The state must perform according to the terms of the agreement in order to be entitled to the funds.

### Forms

[MMB Statewide Operating Form 0612-12F Gift Acceptance](http://mn.gov/mmb-stat/documents/accounting/forms/0602-12f-gift-acceptance-form.docx) (<http://mn.gov/mmb-stat/documents/accounting/forms/0602-12f-gift-acceptance-form.docx>)

## **Related Policies and Procedures**

[MMB Statewide Operating Procedure 0602-12.1 Gift Acceptance](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0602-12-01-gift-acceptance-procedure.docx) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0602-12-01-gift-acceptance-procedure.docx)