



Giving Level Worksheet

Calculating Your Giving Level

This worksheet is provided for your convenience only. Do not send worksheet back. Each company has the option to use a computation method to best represent the conditions experienced by the company.

A. Contributions:¹

1. Company direct

- ★ Cash donations (Include securities and real estate at fair market value) \$ _____
- ★ Foundation contributions (if foundation funded by company)² \$ _____
- ★ Direct grants \$ _____
- ★ Matching gifts for employee giving & fundraising \$ _____
- ★ "Dollars for Doers" such as Employee Volunteerism Service Contributions \$ _____
- ★ Donated furniture, office equipment, computers, printing, etc. \$ _____

2. In-kind contributions:

- ★ Product \$ _____
- ★ Professional services (market value of all pro-bono services) \$ _____
- ★ Direct and/or associated cost of employee volunteerism (i.e., paid release time for volunteering)³ \$ _____
- ★ Value of administrative costs charged for all contribution programs \$ _____

3. Employee community impact giving:

- ★ Employee & teams of employees fundraising via events (walks, runs, etc.) \$ _____
- ★ Employee giving campaigns (employee contributions) \$ _____
- ★ Other _____ \$ _____

\$ _____ (A)

Total Contributions
(add all lines from 1, 2 and 3)

B. Your pre-tax domestic earnings for last fiscal year:⁴

\$ _____ (B)

C. Divide your contributions (line A) by your pre-tax domestic earnings (line B)

_____ %

- ★ If the result is 2% to 4.9%, congratulations – you qualify for 2% recognition.
- ★ If the result is 5% or more, congratulations – you qualify for 5% recognition

Sample Calculation

Cash contributions	\$40,000
Cash value of goods, services and equipment contributed	\$7,000
Cash value of loaned executive	\$2,500
Value of administrative costs charged for contributions program	\$500
Total contribution (B)	\$50,000
Pre-tax taxable U.S. income (A)	\$1,000,000

Formula:

$$\frac{\text{Contributions (A)}}{\text{Pre-tax taxable U.S. income (B)}} = \frac{\$50,000}{\$1,000,000} = 5\%$$

Special Notes

1. Contributions can be made to charities, projects and organizations generally listed under the IRS Code Section 501(c)3 or equivalent charitable purposes.

For closely-held businesses, service corporations and partnerships, a combination of personal and business contributions is allowed. As a general rule, combined giving should be the equivalent of two percent or more of pre-tax earnings before deducting the principal owner's salary or partnership salaries and distributions.

2. Contributions by affiliated foundations, whose major asset is the company's stock, are eligible.
3. Companies wishing to include employee volunteerism as in-kind contribution may do so to the degree that the company is giving away something of value. Employee volunteerism hours that qualify must:
 - ★ be calculated based on volunteer work that is conducted on the company's time
 - ★ be calculated using actual cost or using the state average hourly rate of \$24.68 (source:United States Department of Labor-2016)

4. The percentage target for corporations is based on domestic, pre-tax net earnings from the company's income statement. If the company calculates earnings by location, you may use local pre-tax earnings for this purpose. A rolling three-year average may be used for firms with wide swings in their business cycle as long as this method is consistently applied. Companies in certain industries, such as banks, insurance companies, utilities and branches of divisions of national companies doing business in Minnesota, may use customary business accounting methods to achieve the two percent or five percent target.

Not-for-profit organizations that derive 80% or more of their revenues from fees and reimbursement for services may participate in Keystone if their discretionary charitable contributions exceed 2% of their excess revenues over expenses.



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