

Gift Administration Services



“Bank of America is proud of our national reputation as a key provider of planned giving investment and administration services. We are pleased to have support for our administration services from PG Calc Incorporated, a Massachusetts corporation, through their professional Gift Administration Services.

Engaging PG Calc has been a very successful partnership for us, and especially so for our charitable clients. PG Calc’s gift administration team consistently provides Bank of America’s program with timely, accurate, and superior assistance.”

Regina J. Collins
Vice President
Director, Planned Giving Services
Bank of America
Hartford, CT

Charities benefit from a seamless integration of the three players having different responsibilities: the charity, the asset manager or custodian, and PG Calc.

The Charity

- Work directly with donors to close gifts.
- Provide PG Calc with data on new gifts, including copies of agreements or trust documents, and all beneficiary information.
- Provide PG Calc with timely and complete information for deaths, severances, and address changes.
- Select an asset manager and open an investment account.
- Open a checking account from which PG Calc will issue beneficiary payments.

The Asset Manager

- Meet the investment objectives of the fund.
- Process new gift assets promptly.

PG Calc’s gift administration services for charitable gift annuities, pooled income funds, and charitable remainder trusts meet the needs of charities seeking a high level of stewardship, timeliness, and planned giving expertise along with reasonable cost for their planned gift administration.

The best of both worlds for our charitable clients

Working with PG Calc for expert gift administration makes it attractive for charities to work with the asset manager of their choice. Thus, the charity can select an asset manager based purely on superior investment performance or continue a successful relationship with the investment manager for the endowment and also take advantage of PG Calc’s expertise in planned giving administration.

Asset managers find a complementary partner in PG Calc

PG Calc enjoys a variety of working arrangements with banks and asset managers serving our mutual clients. We invite inquiries from investment managers to explore how our specialized expertise may complement yours.

- Provide PG Calc with copies of all fund statements.
- Make on-schedule transfers requested by PG Calc to designated accounts.

PG Calc Incorporated

- Maintain complete data on all donors, beneficiaries, and gifts.
- Compute payments for each period.
- For pooled income funds, unitize new gifts, allocate income and compute distributions.
- Notify the asset manager of the date and amount of the transfer required to meet each period’s payments.
- Produce the payments from the designated checking account.
- Track the value of each gift annuity or the value of each participant’s units in the funds.
- Produce tax forms including 1099-Rs and K-1s.
- Provide reports.

PG Calc offers a choice of methods for payments to beneficiaries

Payments to beneficiaries appear to come from the charity. The check stock and return address on the envelope display the charity's name and address.

1. PG Calc can produce, sign, and mail checks directly to income beneficiaries, and/or initiate transfer via ACH and mail advices to the beneficiaries.
2. PG Calc can produce and sign checks, initiate transfer via ACH, and mail the checks and advices to you for distribution.
3. PG Calc can produce checks and mail the unsigned checks to you.
4. PG Calc can provide you with a payment summary, enabling you to produce and mail the checks and/or initiate transfer via ACH.

Reporting

PG Calc's basic administration services include standard reports that meet the needs of many organizations. In addition, a number of optional reports are available, including:

- Gift annuity reserve reports
- FASB 116/117 gift liability reports
- Cash flows and expectancies
- Market value reports
- Custom reports

"PG Calc is the perfect solution for any size philanthropy office seeking gift administration services. Not only do they demonstrate impressive technical expertise, but also provide superior and timely customer service through their highly professional staff. Their administration of our pooled fund and charitable gift annuities has significantly increased our own efficiency and proven invaluable to our donors."

Laura Martino
Vice President, Development
Middlesex Hospital
Middletown, CT

"PG Calc's Gift Administration Services team has been an excellent partner for Trust Company of Connecticut in its work with our planned giving clients. In each instance a smooth working relationship between PG Calc, Trust Company of Connecticut and our client has evolved to the benefit of each party. We look forward to extending this team approach to new clients in the years ahead."

Denis Horrigan
Marketing Director
Trust Company of Connecticut
Hartford, CT

PG Calc Incorporated

Your partner in planned givingSM

129 Mount Auburn Street
Cambridge, Massachusetts 02138
Toll free 888-497-4970 Fax 617-497-4974
www.pgcalc.com E-mail info@pgcalc.com

