GiftWrap

Software for planned gift tracking, reporting, and administration

An Introductory Guide



GiftWrap 4.0

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Introducing GiftWrap

Great gift administration is an essential ingredient in a successful planned giving program. GiftWrap helps you meet the highest standard of planned gift stewardship.

This introduction highlights many of the features that make GiftWrap an invaluable tool for managing your planned giving program.

Comprehensive. GiftWrap stores complete information on every type of planned gift, including outright gifts and bequests. GiftWrap maintains comprehensive biographical information on donors, prospects, income beneficiaries, and advisors.

Easy to use. The user-friendly look and feel allows you to move through the software with your mouse or with simple keystrokes. And if you do have a question, Online Help provides documentation for all data fields and a fully indexed library of topics that cover concepts and procedures. Since GiftWrap is web-based, there's nothing to install, no data backups to arrange. All you need is a web browser.

Versatile. From FASB liability calculations to cash flow expectancies, from gift summaries to annuity reserve computations, GiftWrap provides a wide variety of reports that help you organize and analyze your planned giving program. Optional modules allow you to produce payments and 1099-R tax forms, analyze your program, link documents to specific person and gift records, improve workflow, and perform the specialized functions required to administer a pooled income fund.

Customized. Customize GiftWrap to meet your own needs. Create your own prospect rating system, enter a list of available gift designations or advisor types, define each of your organization's gift annuity pools, and more. Detailed selection criteria allow you to dictate what records are included in each report.

Integrated. GiftWrap can import gift information from a file created in Planned Giving Manager, Mini Manager, or Gift Annuity Manager, PG Calc's industry-leading suite of products for marketing planned gifts. This interface between GiftWrap and PGM/Mini/GAM saves time and reduces errors. GiftWrap can also import certain information from a text file created by another system. In addition, you can export GiftWrap reports and data into any of several formats.

Secure. GiftWrap's security features let you determine who has access to which parts of your data. Grant some users the rights to change all data while allowing others only to view certain data and produce certain reports. GiftWrap also audits who makes what changes to many fields.

Multi-user. GiftWrap can handle multiple users at one time. It can also maintain information for multiple organizations, filling the demands of institutions that perform administration duties for more than one charity.

Fast. GiftWrap can search thousands of records in seconds. Tasks that used to take hours, such as FASB liability calculations, now take minutes or less.

Error proofed. Our attention to detail is unmatched in the industry and affirms our software's accuracy. Extensive error-checking makes sure that you enter all essential data and prevents you from entering values that violate gift planning rules.

GiftWrap has five add-on modules

You can purchase add-on modules for GiftWrap. GiftWrap includes complete data on donors, beneficiaries, and prospects, and on all planned gift types. It produces a wide variety of reports and calculations. You can extend GiftWrap's capabilities by licensing one or more of its add-on modules.

Tax and Check module. This module enables GiftWrap to produce payment checks or make payments by electronic funds transfer (EFT), and produce 1099-R tax forms for reporting tax information to gift annuitants and the IRS.

Advanced Analysis. This module provides tools for analyzing in detail the risks and benefits of your current gifts, as well as the profile of your overall program.

Document Storage. This module lets you store Word, pdf, and any other documents and associate them with gift, person, and organization records within GiftWrap. Link gift annuity agreements and trust documents to their corresponding gift records in GiftWrap, for example.

Workflow. This module reduces errors and improves efficiency by implementing task lists, a reminder dashboard, change requests, and more. It also helps coordinate work among multiple users.

Pooled Fund Administration module. This module enables GiftWrap to unitize new pooled income fund gifts, distribute income to pooled fund participants, produce a K-1 tax form for each fund participant, and perform other functions essential to pooled income fund administration. If you purchase this module, you must purchase the Tax and Check module as well.

Upgrade at any time. You can upgrade at any time to add a module for the module price current at the time of upgrade. Visit www.pgcalc.com or contact the PG Calc sales department at 888-497-4970 for pricing details.

How evaluation software differs from real software

The evaluation version of GiftWrap has the same capabilities as the real software. The evaluation software runs for 90 days. If you need more time, just send an e-mail to info@pgcalc.com and we'll be happy to extend your evaluation period. We have supplied demonstration data on two fictional charities, The Auburn Society and Metro Hospital Foundation. This data lets you produce the data entry pages and reports that are reproduced in this manual.

How to run GiftWrap

All you need to run GiftWrap is a web browser and a valid GiftWrap account.

Note: GiftWrap works best with a high-speed Internet connection and Firefox 3.0 or higher. GiftWrap will run fine, but a little slower, in Internet Explorer 7.0 or higher.

1) Go to https://giftwrap.pgcalc.com/eval/.

You will see the GiftWrap Login screen.



2) Enter your Client, Username, and Password (sent to you in an email from giftwrap@pgcalc.com), then click [Log In].

If you cannot log in to GiftWrap successfully after several attempts of carefully entering your Client, Username, and Password, please contact PG Calc Client Support at 888-474-2252 for assistance. The Password is case sensitive.

If this is the first time you have opened your GiftWrap evaluation, you will now see the GiftWrap License page. Otherwise, skip to the paragraph below Step (4).



- 3) Enter your current password in the Old Password field (type over the default entry), then enter your own password in the New Password and Verify New Password fields. Click [OK].
- 4) Click [I accept . . .] to accept the GiftWrap license agreement.

You will now see GiftWrap's Search page. We will find and open a person record shortly.

Note: If you are running GiftWrap on a computer with a short screen, such as a laptop, you may need to scroll down on some pages to see all fields and buttons.

Online Help

GiftWrap includes an extensive Online Help System. If you are unsure what an entry field means or how to perform a particular procedure, you can find Online documentation that answers your question in a matter of seconds.

Help on a specific field. You can open Help text on every field and pull-down menu in GiftWrap. For example, to see Help text on the uses of the Last Name field in the Person Search tab:

- 1) You should be on the Search page.
- 2) Click ?
- 3) Click Last Name in the Help topic. Help text on Last Name will appear.
- 4) When done reading the Help text, click in the upper right hand corner of the Help page to close it and return to the Search page.

Help on a procedure or concept. GiftWrap's Online Help provides access to extensive documentation of every function available in GiftWrap, as well as detailed discussions of concepts that are important to understanding what GiftWrap does.

1) Click Help in the upper right hand corner of the GiftWrap page (above the Menu Bar).

Online Help will open with a table of contents of topics visible.

- 2) To open a topic, click per next to the topic category that interests you.
- 3) Repeat step (2) until you see the topic that interests you, which will be identified with a . Click the 2 to open the topic.

Alternatively, you can find a topic using Online Help's extensive index.

- 1) Click Help in the upper right hand corner of the GiftWrap page.
- 2) Click Index to open an index of the topics covered.
- 3) Enter a keyword in the field below Type in the keyword to find:.

Indexed items that start with your keyword will appear at the top of the index.

4) Click the topic that interests you. Help text on the topic will appear on the right.

You can also click search for topics that contain a specific keyword or key phrase.

Feel free to explore Help a little now to get a feel for what is available.

Support

If you are unable to find the help you need in GiftWrap's Online Help, please contact PG Calc for unlimited toll free telephone support.

Sales department: 888-497-4970 or info@pgcalc.com

If you are considering a GiftWrap purchase, please call us anytime with questions, to request a client reference list, or to schedule a telephone orientation session.

Client Support department: 888-474-2252 or support@pgcalc.com

If you are a current GiftWrap client, contact our Client Support department anytime with your questions. If you are a new GiftWrap client, we invite you to schedule a free one-hour telephone orientation to get acquainted with the software.

Finding/Modifying Information

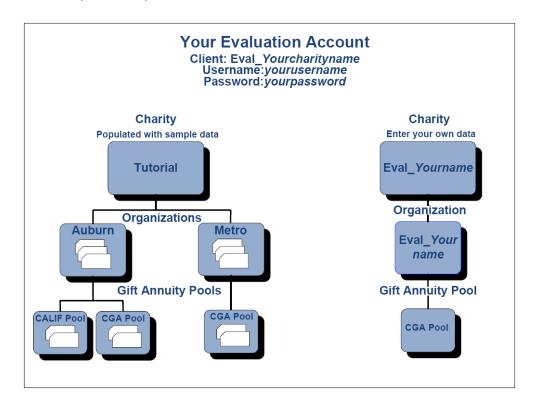
Organization of information within GiftWrap

Before you enter any of your own information into GiftWrap, you will find it helpful to understand how your evaluation data is organized.

Organization of your evaluation data

The diagram below shows that the data in your GiftWrap client account is divided between two Charities: "Tutorial" and "Eval_<name of your charity>." The Tutorial Charity is populated with the data used in this Introductory Guide. The Eval Charity is initially empty. We make it available for entering real data that you may want to keep after purchasing GiftWrap. Most GiftWrap clients need to set up just one Charity in GiftWrap. The exception is service providers, which will want to set up a separate Charity for each of their clients.

The Tutorial Charity is divided into two organizations, Auburn Society and Metro Hospital Foundation. Setting up separate organizations enables you to report on data and update data by organization. This can be useful for an umbrella organization with multiple affiliates or a large institution with several divisions or schools. Each organization is initially assigned one gift annuity pool, but you can add as many gift annuity pools as you like. The Auburn Society has two pools, for example, one for California annuities (CALIF Pool) and another for all other annuities (CGA Pool).



Organization of person information and gift information

GiftWrap maintains separate records on people and gifts. Once you have entered complete information on a person and a gift, you can link them. You link a person and a gift together by creating an association between them. You define the type of association – donor, income beneficiary, or both - at the time you create the link.

The associating of person and gift records works as shown in the diagram below. Each arrow represents an association between a person on the left and a gift on the right. Notice that Christian Long is not associated with any gifts, that Charles and Cassandra Cheetah are associated with the same gift, and that Sarah Allfabette is associated with two gifts:

P	eople	<u>Associations</u>	<u>Gifts</u>		
1	Charles	Cheetah —	1 CGA	6/5/1997	\$15,000.00
2	Cassandra	Cheetah	2 CGA	4/30/1995	\$25,000.00
3	Christian	Long	3 CRU	12/2/1997	\$80,000.00
4	Sarah	Allfabette	► 4 PIF	11/30/1995	\$13,887.50
5	D. Frost	Snowden	→ 5 RLE	12/10/2003	\$425,500.00
6	Laura	Lorelie			

This design allows for great flexibility and efficiency and minimizes duplication of information. You can associate a single person with any number of gifts and you can associate a single gift with any number of people.

As with a person and an associated gift, you enter person records for two spouses independently and then link them together as spouses. This approach allows you to enter equally comprehensive information on both spouses and to associate them with gifts independently.

Finding and reviewing a person

Person Search provides an easy way to find a specific person in your database. Person Search displays a list of names that match the criteria you enter, such as the first few letters of a person's last name. Once you see the name you want, choose it to open the person's Person Information page. Since you just launched GiftWrap, you should see the Search window now with the Person Search tab selected.

1) If necessary, click the Person Search tab in the Search window.

The right hand tab in the Search window, Gift Search, lets you find a specific gift record or specific group of gift records in your database. For GiftWrap clients that set up information for making final distribution payments or pooled income fund payments to remaindermen, or who add seed money to a gift annuity pool, the middle tab, Remainder/Fund Beneficiary Search, lets you find one or more specific remaindermen or fund beneficiaries.

2) Type fe in the Last Name field, then click [Search] (or press Enter).

An alphabetical list of all the people in the database whose last name starts with *Fe* appears below.



3) Click Feldstrom, Adrienne or double-click anywhere else on that line.

As you can see, the Person Information page displays a wealth of information on Adrienne Feldstrom. Not all of this information is visible at once, however. Much of it is contained in the tabs to the right of the Home Address tab.

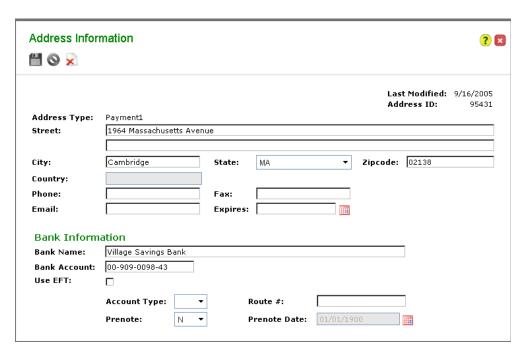
4) After reviewing the information that is now visible, click the Other Address tab.



GiftWrap gives you wide flexibility to store all the addresses you need for every person. For example, GiftWrap is storing business and payment addresses for Ms. Feldstrom in addition to her home address. You could add additional payment addresses, seasonal addresses, and a 1099-R Tax Form address, as needed. You need to add an address to the list *only when it differs* from all the other addresses in the list; you never need to enter the same address twice.

Let's look at Adrienne Feldstrom's payment address information.

5) Click Payment1 in the list of addresses.



GiftWrap is set up to send Ms. Feldstrom's payments directly to her account at Village Savings Bank. Notice the fields at the bottom of the window, however. These fields enable you to send her payments to her bank by electronic funds transfer (EFT) rather than by check, if she wishes. This structure makes it easy for you to accommodate the wishes of your income beneficiaries: you can send payment checks to the homes or bank accounts of some recipients while making payments by EFT to the bank accounts of other recipients.

- 6) Click 🔼 to return to Adrienne Feldstrom's Person Information page.
- 7) Click the Gifts/Payments tab.



Gifts List. The Gifts list contains a summary of all the gifts that are linked to Adrienne Feldstrom. You can link a person to any number of gifts.

For example, the list shows that Ms. Feldstrom is the donor and active income beneficiary (Donor/Bene-A) of a \$10,000 charitable gift annuity (CGA) that she donated on 9/15/1997. To see complete information on any of the listed gifts, simply click the Gift Date for the gift. We won't do this now because we will examine the Gift Information page closely a little later in our tour.

8) Click the Type header in the Gifts list.

Now Ms. Feldstrom's list of gifts is sorted by gift type rather than gift date. You can sort the Gifts list by the values in any column by clicking on the column's header. All other lists in GiftWrap of this format offer this same handy feature.

Payments List. The Payments list initially contains a list of all of the current year's payments to be made from the first gift displayed in the Gifts list. The unique Gift Key for this gift is shown on the far right of each list. To display the payments for a different gift, simply click that gift in the Gifts list anywhere except on the Gift Date.

The payments are sorted by check date. This list makes it easy to review quickly the payments that have been made to an income beneficiary by a specific gift.

9) Click at the top of the Payments list.

Now the list shows all recorded payments that have been or will be made to Ms. Feldstrom during past years and the current year by the currently highlighted gift.

10) Click Check Date to reverse the sorting of payments.

11) Click the Contacts tab.



The Contacts tab lists brief descriptions of all the contacts that Adrienne Feldstrom has had with your fundraising office. The contacts are sorted in reverse chronological order so that you can see her most recent contacts first.

12) Click the Notes tab.

The Notes feature allows you to record any amount of miscellaneous information on each person. Each note may be as long or as short as you wish. The annotate feature makes it clear which user entered each note and when. The notes are arranged in reverse chronological order so that the most recent note is at the top.

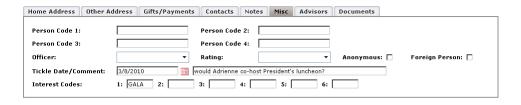
13) Click Annotate >

The name of the user who logged into GiftWrap and the date and time are inserted at the top of the Notes window.

14) Click below the Annotate text and type "Adrienne loves to receive visitors."

The new note, along with a clear indication of who wrote it and when, now appears at the top of the Notes window.

15) Click the Misc tab.

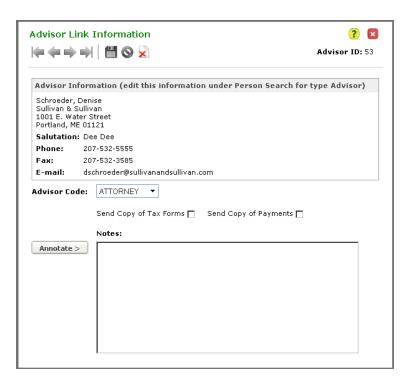


The Misc tab stores simple prospecting information on Ms. Feldstrom, as well as some additional miscellaneous information about her. GiftWrap can use the prospecting information, such as Tickle Date and Comment, to create a report that reminds you when you want to contact her next and what about. The interest code fields at the bottom of the tab let you record up to six specific areas of your charity in which she is interested. You can use these interest codes to select prospects with similar interests for a report or mail merge file.

16) Click the Advisors tab.

The Advisors tab stores complete contact information and miscellaneous notes on all of Ms. Feldstrom's advisors -- attorney, financial advisor, family members, etc.

17) Click Schroeder, Denise in the Advisors tab list.



As you can see, GiftWrap can store all the information you need to stay in contact with each of Ms. Feldstrom's advisors. The Notes field at the bottom of the window gives you all the flexibility you could want for recording additional information about the advisor and his or her relationship with Ms. Feldstrom or you.

The list of advisors to whom you can link a person is maintained under Actions - Add Person/Advisor. Once you add an Advisor record, you can link the advisor to any number of person records without entering the advisor's basic information again.

The types of advisors for whom you can store information is up to you. While GiftWrap provides you with a standard list of Advisor Types, such as ATTORNEY, you can modify this list anyway you wish under Setup - Advisor Type.

We encourage you to try adding an Advisor record and an Advisor Type after you finish your tour.

18) Click to exit the Advisor Link Information window.

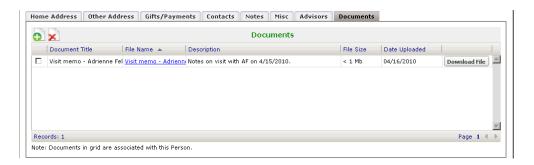
19) Click the Documents tab.

The Documents tab is available to GiftWrap clients that have purchased the Document Storage module. The Documents tab allows you to link documents that have been saved in Word, pdf, or other formats, to a specific person. For example, you could attach each memo that describes a personal visit with Ms. Feldstrom. Try attaching a document to Ms. Feldstrom's record by clicking the Add button.

This is the Add button:



Here's an example of Ms. Feldstrom's Documents tab with a document attached. You could open this visit memo at any later time simply by clicking the Download File button for the document.



Modifying a field

It is as easy to change an entry as it is to look at one. What if we want to change an entry in one of the fields in the Person Information page, for example?

Modifying a field in a page: When you enter the Person Information page, it is ready for editing. You can tell because the background of each editable field is white. Fields that have a gray background cannot be edited. Let's change Ms. Feldstrom's salutation from *Adrienne* to *Ms. Feldstrom*.

- 1) Double-click the Salut field toward the top of the Person Information page, then type Ms. Feldstrom.
- 2) Click to save your changes.

If you don't click , GiftWrap will ask whether you want to save your changes when you exit the page.

Modifying a field in a list: To modify information accessed through a list, such as the one in the Contacts tab, you must first open the editing window for a specific line in the list. After that, you edit information in the window as described above.

- 1) Click the Contacts tab.
- 2) Click the Contact Date in the first line in the list to open the Contact Information page for that contact.

Clicking text in a list that is underlined and in blue will always open the editing page for that record. Alternatively, you can double-click anywhere else on the same line

to open the editing page.



- 3) Click after the end of the text in the Contact Description field, then add the following text to the end of the description: *Visit whenever in her area*.
- 4) Click to exit the Contact Information page.
- 5) Click [Yes] to save your change.

You undoubtedly noticed that there are two buttons next to the Contacts tab. You will find these buttons next to every list box in GiftWrap. They allow you to:



add a new record to the list



delete a record from the list

If you aren't sure what a button in GiftWrap does and want to find out without actually clicking it, point at the button without clicking. After a second or so, a brief message will appear that describes what the button does. These tooltips are available for every button in GiftWrap. Try pointing at the buttons in the Contacts tab to see their tooltips.

Now that we have reviewed the extensive information that GiftWrap can store on each donor, beneficiary, and prospect, and learned how to edit information, let's look at the comprehensive information GiftWrap can maintain on each gift.

Finding and reviewing a gift

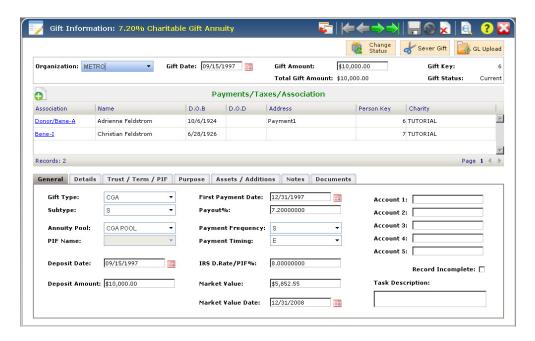
As we saw earlier, the Gifts/Payments tab in the Person Information page displays a list of all the gifts to which a person is linked. This list also provides access to all the detailed information that GiftWrap is maintaining on each of those gifts.

Let's use the list in Adrienne Feldstrom's Gifts/Payments tab to review the details of one of her gifts.

1) Click the Gifts/Payments tab.



2) Click 9/15/1997 in the Gift Date column to open the Gift Information page on the gift annuity Ms. Feldstrom donated on 9/15/1997.



The Gift Information page can store comprehensive information on any type of planned gift, as well as on bequests and outright gifts. The information you see describes the most recent gift annuity linked to Ms. Feldstrom - she is the donor and active beneficiary. All the data necessary to compute the deduction for the gift is

visible. The people associated with this gift - its donor and beneficiaries - are listed in the Payments/Taxes/Association grid.

Maintaining market values. Notice the Market Value and Market Value Date fields in the General tab. These fields contain the most recent market value of the assets backing the gift plan and the date the value was determined, respectively. GiftWrap provides several convenient functions for maintaining these values.

- CashTrac CGA Market Values (in Actions menu) updates gift annuity market values automatically. Maintaining gift annuity market value information in this way makes it easy to determine the amount to distribute from your gift annuity pool when an annuity terminates.
- Compute PIF Market Values (in PIF menu) updates automatically the market values of all gifts to a pooled income fund using values provided by your asset manager.
- Import Market Values (in Utilities menu) lets you import market values and market value dates from a text file. This function is particularly useful for updating the market values of charitable remainder trusts, but it can be used with all gift types.

3) Click the Details tab.



The Details tab stores additional specialized information on the gift, such as deduction information, and FASB liability and annuity reserve amounts. As with market values, GiftWrap includes functions that make it easy to update FASB liability and annuity reserve values. We will review these functions later in the tutorial.

When a gift annuity or any other gift plan terminates, the Details tab records the date of termination and the amount distributed to the charity. Where applicable, the undistributed investment in contract computed by GiftWrap for a deceased gift annuitant is stored here.

4) Click the Trust/Term/PIF tab.



The Trust/Term/PIF tab maintains detailed information on the term of the gift, as well as other gift details most relevant to charitable trusts and pooled income fund gifts. Since we are reviewing a gift annuity, there is little in this tab that applies to the gift, so almost all the fields are grayed out to show they are unavailable.

5) Click the Purpose tab.



The Purpose tab stores the charitable purpose of the gift. If the gift is to be divided among a number of designated areas, GiftWrap can keep track of all these individual designations. In the example on your screen, the gift proceeds will be divided 60%/40% between Buildings and Grounds and Grants and Fellowships. You determine the list of available designations using the Setup menu in the Menu Bar. You can enter remainderman information when setting up each designation. Doing so enables GiftWrap to make a final distribution to the remainderman assigned to each designation. The information stored in the Purpose tab is optional.

6) Click the BLDG code in the Designations grid.

Now you can see the complete detail on the portion of the gift designated to support Buildings and Grounds. Notice that you can indicate the specific restriction, if any, that is applicable to the designation. This feature allows you to apply different restrictions to different designated portions of a single gift.

7) Click the Assets/Additions tab.



The Assets grid in the Assets/Additions tab records basic information on each of the assets given by the donor to fund the gift. In our example, Ms. Feldstrom funded her gift annuity with a combination of XYZ Corporation stock and cash. The total market value and total cost basis of these assets is shown below the list. The information stored in the Assets list is optional.

The Gift Additions list is empty because we are looking at a charitable gift annuity. A donor can fund a new gift annuity, but cannot add to an existing gift annuity. If we were looking at the record for a charitable remainder unitrust, we could record here each addition made to the gift since it was funded.

8) Click the Notes tab.

Similar to the Notes feature for persons, the Notes feature for gifts allows you to record any amount of miscellaneous information on each gift. Again, the notes are arranged in reverse chronological order with the most recent note at the top.

9) Click the Documents tab.



As with Person records, you can link documents of any format to a gift. For example, you could link here the gift annuity agreement that created Ms. Feldstrom's gift.

10) Click Donor/Bene-A in the Payments/Taxes/Association grid at the top of

Association Information: Adrienne Feldstrom Gift Key: 6 Gift Date: 9/15/1997 Person Key: 6 Association ID: 5 Payment1 1964 Massachusetts Avenue Cambridge, MA 02138 Donor/Bene-A Association: Payment Address: Pay To the Order of: A. Feldstrom Do Not Combine Checks: Payment Schedule (× (Check Date Gross Amount Tot Withheld Net Amount Issued Date | Check # | Clrd | Type | Status 6/30/2009 \$360.00 \$0.00 \$360.00 06/30/2009 724 Issued 12/31/2009 \$360.00 \$0.00 \$360.00 Not Issued Records: 2 Totals: \$720.00 Tax Schedule 0 × Tax Years Capital Gain Tax-Free Ordinary Tot Withheld Net Payment \$211.30 ☐ 1997 - 1997 \$73.49 \$23.50 \$114.31 \$0.00 1998 - 2015 \$250.40 \$389.52 \$0.00 \$720.00 2016 - 2016 \$131.67 \$0.00 \$720.00 \$42.20 \$546.13 2017 - 9999 \$0.00 \$0.00 \$720.00 \$0.00 \$720.00 Page 1 ◀ ▶

the Gift Information page.

The upper section of the window describes how Ms. Feldstrom is associated with the gift. In this case, she is the donor and active income beneficiary. Payments will be made out to "A. Feldstrom" and sent to the specified payment address.

\$1,507.14

\$4,712.36

Totals:

The Payment and Tax Schedules store Ms. Feldstrom's payment and tax information for the gift. The Payment Schedule shows the payments the gift annuity will make to Ms. Feldstrom during 2009. The Tax Schedule displays how these payments will be taxed every year over the lifetime of the gift annuity.

Because the Tax Schedule stores comprehensive gift annuity tax information, GiftWrap can ensure that the 1099-R forms it produces each year report the correct tax-free, ordinary, and capital gain amounts to each of your gift annuitants. Likewise, GiftWrap automatically starts producing payments and tax forms for deferred gift annuitants in the year payments begin.

11) Click at the top of the Association Information window to return to the Gift Information page.

Recording a death

GiftWrap provides a Record Death function that takes care of all of the data adjustments that are necessary when a beneficiary dies. This function makes it easy to update your GiftWrap data to reflect a terminated gift or payments moving from one beneficiary to another because an income beneficiary has died. You can use

GiftWrap's Security feature, which is discussed later in this tour, to limit which users are able to record a death. Record Death adjustments include:

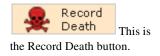
- delete all payments to the deceased beneficiary scheduled for after the final payment and prorate the amount of the deceased beneficiary's final income payment, if requested
- alternatively, transfer subsequent payments to a surviving secondary beneficiary, if one exists
- create a final distribution payment for the charitable beneficiary, if requested

For gift annuities only, Record Death adjustments also include:

- adjust the tax tier schedule of the deceased beneficiary to match the beneficiary's adjusted payment schedule in the year of death and delete all subsequent tax tier rows
- transfer subsequent tax tier rows to a surviving secondary beneficiary
- produce a report of the undistributed investment in contract where applicable, and store this amount in the Undist. Inv. in Contract field for the terminating gift

For users of the Pooled Fund Administration module only, when recording the death of a pooled income fund gift's last beneficiary, Record Death adjustments also include:

• creation of a Bene-R association that enables the remainderman to receive income payments from the gift as long as its units remain in the fund.



We won't run Record Death right now, but you are welcome to try it once you have completed your tour. Just open the Person Information page for the person whose death you wish to record, then click the Record Death button in the Person Information page Toolbar.

Security

GiftWrap includes sophisticated security capabilities. To begin with, you must enter a valid user name and password to get into GiftWrap. The GiftWrap system administrator can set up as many user names and passwords as your organization needs.

Two people cannot be logged into GiftWrap at the same time using the same user name and password, so the administrator should create a user account for each person who might log into GiftWrap.

We have divided GiftWrap's many functions into over 20 separate permission sets, as shown below.

1099 Tax	Permission Sets		
Manual Review	Functionality	Read Only	Read Write
Audit Review	1099 Tax		✓
Person Information	Setup		✓
Gift Information ✓ Extraction ✓ Payments ✓ Pooled Income Fund ✓ Reconciliation ✓ Sever/Death ✓ Year End Update ✓ Summary Reports ✓ Liability Reports ✓ Review/Analysis ✓ CashTrac ✓ User/Role Setup ✓ Unlock/PW Reset ✓ Verify Data ✓ Change Request ✓ Admin Functions ✓ Document Management ✓ Tasks ✓	Audit Review		✓
Extraction V Payments V Pooled Income Fund V Reconciliation V Sever/Death V Year End Update V Summary Reports V Liability Reports V Review/Analysis V CashTrac V User/Role Setup U Unlock/PW Reset V Verify Data V Change Request Admin Functions Document Management V Tasks V	Person Information		✓
Payments Image: Construction of the constructi	Gift Information		✓
Pooled Income Fund Image: Conciliation Reconciliation Image: Conciliation Sever/Death Image: Conciliation Year End Update Image: Conciliation Summary Reports Image: Conciliation Liability Reports Image: Conciliation Review/Analysis Image: Conciliation CashTrac Image: Conciliation User/Role Setup Image: Conciliation Unlock/PW Reset Image: Conciliation	Extraction		✓
Reconciliation Image: Conciliation of the conc	Payments		✓
Sever/Death Image: Control of the control	Pooled Income Fund		✓
Year End Update Image: Summary Reports	Reconciliation		✓
Summary Reports Image: Company of the com	Sever/Death		✓
Liability Reports ✓ Review/Analysis ✓ CashTrac ✓ User/Role Setup □ Unlock/PW Reset □ Verify Data □ Change Request □ Admin Functions □ Document Management □ Tasks □	Year End Update		☑
Review/Analysis CashTrac User/Role Setup Unlock/PW Reset Verify Data Change Request Admin Functions Document Management Tasks	Summary Reports		✓
CashTrac User/Role Setup Unlock/PW Reset Verify Data Change Request Admin Functions Document Management Tasks	Liability Reports		✓
User/Role Setup Unlock/PW Reset Verify Data Change Request Admin Functions Document Management Tasks	Review/Analysis		✓
Unlock/PW Reset Verify Data Change Request Admin Functions Document Management Tasks	CashTrac		✓
Verify Data Change Request Admin Functions Document Management Tasks	User/Role Setup		
Change Request Admin Functions Document Management Tasks	Unlock/PW Reset		
Admin Functions Document Management Tasks	Verify Data		✓
Document Management Tasks	Change Request		
Tasks	Admin Functions		
	Document Management		✓
View Change Requests □ ☑	Tasks		✓
	View Change Requests		✓

The GiftWrap administrator can assign each user read/write access, read-only access, or no access to each of these permission sets. This way, the administrator can control who has access to what inside GiftWrap.

- Read/Write access gives the user the ability to view or change data using any of the functions covered by the permission set.
- Read-Only access gives the user the ability to view data and print reports using any of the functions covered by the permission set, but not to change data.
- Assigning neither Read/Write nor Read-Only access to a permission set prevents the user from using any of the functions covered by that permission set.

Roles. The GiftWrap administrator can define any number of Roles, where each Role is given unique access to GiftWrap's permission sets. Once the administrator has defined a Role, she can then assign that Role to any number of User Accounts. This design makes it easy for the Administrator to assign multiple people the same Role and therefore the same access to GiftWrap.

Permission set access can be overridden. Certain functions, such as all the Administrator functions under Setup, are available only to a user with administrator rights. Other functions, such as Payments-Checks/Upload, are available only if your organization has licensed a GiftWrap module that gives you access to those functions. Access settings selected within the security feature are overridden by these other considerations wherever applicable.

For complete details on the functions included in each permission set, open the Security-Permission Sets topic in the Online Help Index.

Other Security Features

Audit Trail

GiftWrap tracks all changes -- modifications, additions, or deletions -- made to a long list of fields so that at any time you can review who made what changes and when.

- 1) To review a list of recent data changes, choose Utilities Review Audit Information.
- 2) Click the Search button.

A list of recent data changes will appear.

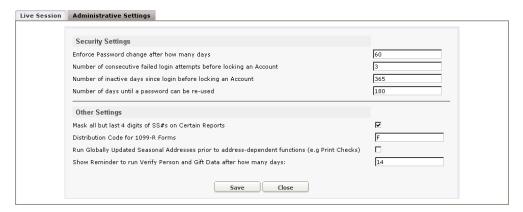
- 3) Double-click a line in the Audit Information grid to view the details of that data change.
- 4) Click to return to the Review Audit Information page, then click again.

For a complete list of the fields and functions audited by GiftWrap, open Online Help and double-click *Audit - fields audited* in the Index.

Administrative Settings

GiftWrap gives administrators the ability to set a number of parameters that affect password enforcement, as well as the option to mask Social Security Numbers on certain reports. To see these settings:

- 1) Choose Setup-Administrator-Settings/Monitoring.
- 2) Click the Administrator Settings tab.



3) When done reviewing the settings, click [Close].

Security of hosted data

The data maintained in GiftWrap is extremely sensitive and confidential. We have already described above some of the security features within GiftWrap that let you control who can get into GiftWrap and what they can do once they're in. But GiftWrap's security measures don't stop there.

PG Calc has contracted with one of the nation's top web hosting providers to host GiftWrap. Our hosting partner maintains a sophisticated, high-capacity infrastructure with state of the art monitoring, redundant power, comprehensive physical security, continuous availability, and unparalleled support. Our partner has full SAS 70 Type II certification and works with many major financial institutions.

In addition to being hosted in a secure environment, the GiftWrap application includes two levels of database encryption. First, the entire GiftWrap database is encrypted using Microsoft SQL Server 2008 Transparent Data Encryption (TDE). Second, selected fields, such as social security numbers and dates of birth, are encrypted a second time to further ensure data privacy and integrity.

Producing Reports

GiftWrap can produce a variety of reports to meet the needs of your development, finance, and business offices. One of the key differences between GiftWrap and other development databases is GiftWrap's ability to use stored data to produce calculated values, such as FASB liabilities and gift annuity reserves, that are of particular importance to gift planners. You can also create custom reports using Crystal Reports, a widely-used third party report writer.

The reports we will review in our tour are:

- · Gift Profile
- Gift Summary
- Gift Summary By Designation
- Projected Remainder Amounts
- Program Overview and Statistics
- FASB Liabilities
- Gift Annuity Reserves

In the process of reviewing these reports you will learn everything you need to know to produce all of the other standard reports available in GiftWrap. We encourage you to experiment with producing all GiftWrap reports once you have finished your tour here.

Note: While your GiftWrap evaluation account gives you access to all GiftWrap reports, some reports are available only when your organization licenses a specific module. The Advanced Analysis module provides access to all reports in the Analysis menu; the Pooled Fund Administration module provides access to all reports in the PIF menu; and the Work Flow module provides access to all reports in the Tasks menu.

Producing a Gift Profile

The Gift Profile report provides you with a comprehensive listing of all the information stored in one Gift Information record. This report provides a handy summary of the gift for the donor's file and for checking data for errors.

Let's return to the gift record we reviewed earlier and print a Gift Profile for it.

- 1) Choose Actions Person Search in the Menu Bar, then enter *fe* in the *Last Name* field of the Person Search tab. Click [Search].
- 2) Click Feldstrom, Adrienne in the Person Search Results grid.
- 3) Click the Gifts/Payments tab, then click 9/15/1997 under Gift Date in the Gifts grid.

The Gift Information page for the gift should now be open.

- 4) Click in the Toolbar at the top of the Gift Information window.
- 5) Click [OK] to include payments for current and future years only.

The Gift Profile will appear in GiftWrap's standard Report Preview window, where you can review it on your screen. The profile includes payment information for 2009 only. You could have included all payment information since the gift was made in 1997 by marking *For All Years* instead of *For Current and Future Years Only*.

To print the report:

- 6) Click in the Report Viewer Toolbar.
- 7) Click [OK] in the Print Options window.
- 8) Click in the Report Viewer window.

A standard Print dialog will open where you can specify a printer, number of copies to print, etc.

- 9) Click [OK] to print the Profile.
- 10) Click to close the Report Viewer window.
- 11) Click to close the Gift Profile and return to the Gift Information page.

The first page of the Gift Profile report is reproduced on the next page.

Producing a group of Gift Profiles

You can produce a group of Gift Profiles all at one time by choosing Summaries - Gift Profile in the Menubar. This capability is useful when you want to produce Gift Profiles for a group of new gifts that have just been added to GiftWrap. It is also useful when you want to produce Gift Profiles for all gifts being maintained in GiftWrap, for example as part of an auditing process.

Producing a Person Profile

You can produce a Person Profile that displays all of the information stored in a specific person record by opening the Person Information page for the person and then following a similar procedure to the one for producing Gift Profiles. You can also produce a group of Person Profiles by choosing Summaries - Person Profile in the Menubar.

Separation: METRO-Metro Hospital Foundation Gift Date: Total Amount: Total Date: To	Client:	EVAL_GW_40		9	Gift Profile		Gift Key: Status:	6 Current
Subtribute CCAA - Charitable Gift Amunity First Payment Totale 1731/1997 Subtribute S - Sandard Payout 4;: 1231/1997 Amunity pool: CCAA POOL RRS D. Rateiple**: 8 50000000 Deposit Date: GG4/5/1997 RRS D. Rateiple**: 8 50000000 Deposit Date: GG4/5/1997 RRS D. Rateiple**: 8 50000000 Deposit Date: GG4/5/1997 RRS D. Rateiple**: 8 50000000 Reserve Amount: S 10,000 00 Account	Organization:	METRO - Metro Ho	ospital Foundation	Gift Date:	09/15/1997	Gift Ar	nount:	\$10,000.00
Deposit Date: 09/15/1997 IRS D. Rate/PIF*; Proposite Intention Deposite Intention Deposited Date: Name (Value) 1000000000 Account Account Account Deposited Date: Name (Value) 1009-RP Account Account Deposited Date: Name (Value) 1009-RP Account Date: Name (Value) </td <td>General</td> <td>Gift Type: Sub Type: Annuity Pool: PIF Name:</td> <td>CGA - Charitable Gif S - Standard CGA POOL</td> <td>ff Annuity</td> <td>First Payment Date: Payout %: Payment Frequency:</td> <td>9 8</td> <td>Amount:</td> <td>00.000.00</td>	General	Gift Type: Sub Type: Annuity Pool: PIF Name:	CGA - Charitable Gif S - Standard CGA POOL	ff Annuity	First Payment Date: Payout %: Payment Frequency:	9 8	Amount:	00.000.00
Tax Form: 1099-R Charl Deduction: 53,780.50 Account Closed Date: 50.00 Credit Through Date: Credit Thr		Deposit Date: Deposit Amount: Record Incomplete		IRS D. Rate/PIF %: Market Value: Market Value Date:	\$30000000 \$5,852.55 12/31/2008	Account Account Account Account Account	- 2 5 4 5	
FASB Amount: 54,402.82 bate: Final Valuation Date: Payment Date: FASB Date: 66/30/2009 Sever Date: Sever Date: Sever Date: Sever Date: Sever Date: Sever Date: Distribution Date: Profitation Amount: Undist link in Contract Distribution Date: Undist link in Contract Distribution Amount: Undist link in Contract Distribution Amount: Undist link in Contract Distribution Amount: Undist link in Contract Undist link in Contract Distribution Amount: Undist link in Contract Units: Total Units: Total Units: Total Units: Distribution Amount: Units: Distribution Amount: Distribution	<u>Details</u>	Tax Form: Reserve State:	1099-R MA	Char Deduction: Campaign Credit Am	\$3,7	Account Closed Date Credit Through Date:	v	
Latest Start Date: Reinsured: Explication Amount: SE-159.08 Undist thuy in Contract Undist Inv in Contract Passerve Date: 12/31/2008 Indist thuy in Contract Passerve Date: 12/31/2008 Indist thuy in Contract Passer Date: Term Type: Term Type: Term Type: Term Type: Term End Date: Name and Date: Name and Date: Name and Date: Name and Date: Passer in Contract Passer Date: Designation Description Designation Description Designation Description Designation Description Designation Description Address Type Christian Feldstrom Address Type Cost Basis C		Payment Date Ele Payments Comm	ected: nuted:	FASB Amount: FASB Date:	\$4,402.82 06/30/2009	Final Valuation Date: Sever Date:		
Annual Val Date: Term Type: Term Type: Total Units Valuation to Payment: Managed: Term End Date: Total Units Valuation to Payment: Managed: Years in Term: 0.00 Total Units Flip Trigger Date: Makeup Balance: \$0.00 Remainderman can be changed: Restriction: Temporarily Restricted Purpose: Scholarships and physical improvements Designation Description Designation Pascription Designation Pascription Designation Purpose 00000 BLDG Buildings and Grounds Buildings and Grounds Address Type Separate Check DOB Association Asset Description Address Type Address Type Address Type Address Type Benel: Asset Description S1,000 cash S1,000 cash S1,000 cosh S1,000 cosh 140 shares XYZ Corp. Amount Deposit Funds Amount Char Dedoction		Earliest Start Dat Latest Start Date:	<u></u>	Reinsured: Reserve Amount: Reserve Date:	\$5,159.08 12/31/2008	Distribution Amount: Undist Inv in Contrac Testementary:	÷	\$0.00 \$0.00
Purpose: Scholarships and physical improvements Restriction: Temporarily Restricted Endowed: Remainderman can be changed: Designation Description Designation Description Designation Purpose 0.00000000 BLDG Designation Code Buildings and Grounds Designation Description Designation Purpose 0.00000000 GRNT Name Address Type Separate Check D.O.B. 10.006/1924 Payment1 Payment1 D.O.B. Asset Type Asset Description \$1,000 cash Acquisition Date \$1,000 cash \$1,000 cash \$1,000 cosh \$1,423.25 06/04/1978 \$ Date Amount Deposit Date Deposit Funds Amount Char Deduction	Irust/Term/PIE		ient: 0 months			Units: Total Uni		0.00000000
Percent 60 0000000 BLDG Designation Code Buildings and Grounds GRANT Designation Description Restriction Designation Purpose Buildings and Grounds Grants and Fellowships Designation Restriction Designation Purpose Buildings and Grounds Grants and Fellowships 40.00000000 GRNT Association Association Name Address Type Bene-I Address Type Payment I Pay	Purpose		olarships and physical imp Remainderman c	provements can be changed:	Restricti		77	
ations Association Name Address Type Separate Check D.O.B. Donor/Bene-A Adrienne Feldstrom Payment1 10/06/1924 Bene-I Christian Feldstrom 06/28/1926 Asset Description \$1,000 cash \$1,000 cash \$1,000.00 140 shares XYZ Corp. \$1,423.25 06/04/1978 nns Date Amount Deposit Date Char Deduction	<u>Percent</u> 60.0000 40.0000	•	nation Code	Designation Description Buildings and Grounds Grants and Fellowships	Designation Restriction	Designation Purpose		
Asset Type Asset Description Cost Basis Acquisition Date \$1,000 cash \$1,000.00 \$1,000.00 140 shares XYZ Corp. \$1,423.25 06/04/1978 ons Date Amount Deposit Date Char Deduction	Associations	Association Donor/Bene-A Bene-I	<u>Name</u> Adrienne Felds Christian Felds				<u>0.0.0</u>	PersonKey 6 7
Date Amount Deposit Date Deposit Funds Amount			iset Description ,000 cash 0 shares XYZ Corp.			cquisition Date 06/04/1978	Market Value \$0.00 \$0.00	
	Additions	<u>Date</u>	<u>Amount</u>	Deposit Date	Deposit Funds Amount	Char Deduction	Units	IRS Disc/PIF%

Gift Profile Report

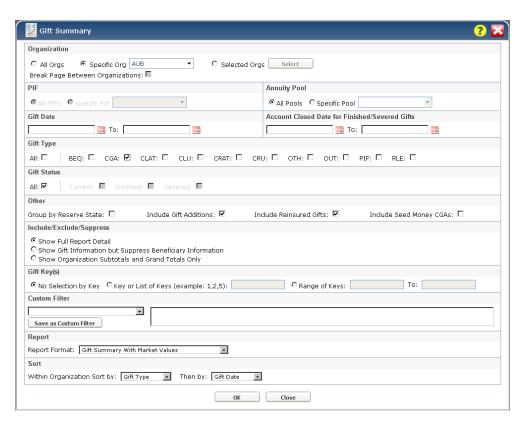
2/8/2010

Producing a Gift Summary

The Gift Summary displays basic gift, donor, and beneficiary information on each gift that you include in the report. This report is ideal for analyzing the planned gifts made to your charity. How many planned gifts have you received this year? What are your gift totals for each gift type? How do these totals compare to last year? These are just a few of the questions this report can help you answer.

1) Choose Summaries - Gift Summary in the Menubar.

Enter your search and sort criteria as shown below to produce a report of all Auburn Society gift annuities that are currently active. Most of the default answers are already correct. The only values that you need to enter are: Organization and Gift Type.



- 2) When done entering the information above, click [OK] to view the report.
- 3) Click to close the Gift Summary.

The first page of the Gift Summary report is reproduced on the next page.

Gift Summary - Market Values

		GILKey	Gift Amount	Pawout % Fred	Giff Status Ac	Account #1	Account #2	Market Value
The Auburn Society (AUB)	(BD)	,						
11/15/1994 CGA-8	CGA-S (CGA POOL)		\$30,000,00	7.90000000 Q	Current			\$23,938.42
1st pay	1st payment 12/31/1994							(MV as of 12/31/2008)
<u>Association</u>	<u>Name</u>		SS Number	<u>0.0.8.</u>	Status	<u>0.0.0</u>	Person Key	
Donor/Bene-A	Bernard Boare		***-**-3333	11/24/1922	Current		3	
12/30/1995 CGA-S (CGA POOL)	CGA - S (CGA POOL) 1st payment 03/31/1996	25	\$32,561.00 6.	6.50000000 Q	Current			\$34,103.11 (MV as of 12/31/2008)
Association	Name		SS Number	<u>D.O.B.</u>	Status	0.0.0	Person Kev	
Donon'Bene-A	Sissy Mouse		***-**-3123	02/04/1946	Current		26	
11/05/1998	CGA - S (CGA POOL) 1st payment 12/31/1998	37	\$50,000.00	8.30000000 Q	Current			\$39,715.34 (MV as of 12/31/2008)
Association	Name		SS Number	<u>0.0.8.</u>	Status	0.0.0	Person Kev	
Donor/Bene-A	Bernard Boare		*******3333	11/24/1922	Current		m	
11/05/1998 CGA-8	CGA - S (CALIF POOL) 1st payment 12/31/1998	33	\$10,000.00 6.	8.000000008	Current			\$11,694.74 (MV as of 12/31/2008)
Association	Name		SS Number	0.0.8	Status	0.0.0	Person Key	
Donor/Bene-A	Charisma Carpenter		1111-**-***	12/22/1925	Current		15	
02/21/2002 CGA-8	CGA - S (CGA POOL) 1st payment 03/31/2002	52	\$50,000.00 7.	7.70000000 Q	Current			\$55,438.39 (MV as of 12/31/2008)
Association	Name		SS Number	0.0.8	Status	0.0.0	Person Key	
Donor/Bene-A	Martin Manatee		***-**-8333	12/25/1935	Current		12	
Donor/Bene-I	Marina Manatee		***-**-2323	09/03/1939	Current		11	
07/01/2008 CGA-8	CGA-S (CGA POOL)	87	\$30,000,00	7.70000000 Q	Current			\$29,736.81
1st payı	1st payment 09/30/2008							(MV as of 12/31/2008)
Association	<u>Name</u>		SS Number	<u>D.O.B.</u>	Status	0.0.0	Person Key	
Donor/Bene-A	June Cleaver		***-**-1121	05/28/1925	Current		44	
The Auburn Society (AUB)	4UB)		Number of Gifts:				9	
			Number of Additions:	ions:			0	
			Total Gift and Addition Amount: Total Market Value:	dition Amount: ue:		\$202,561.00 \$194,626.81	81	
			Total Units:			0.000000000	00	
Grand Totals			Number of Gifts: Number of Additions:	ions:			9	
			Total Gift and Addition Amount: Total Market Value:	ldition Amount: lue:		\$202,561.00 \$194,626.81	00.80	
			Total Units:			0.00000000	: E	

Giff Summary - Market Values

Producing a Gift Summary By Designation report

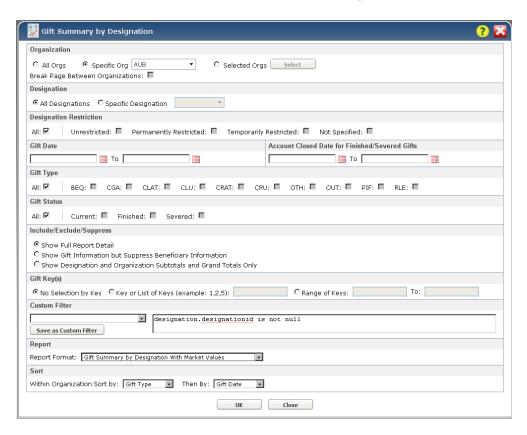
The Gift Summary By Designation report is a great tool for analyzing how different designated beneficiaries within your institution, such as Grants and Scholarships or Building Fund, will benefit from your planned giving program. For umbrella organizations that accept gifts on behalf of multiple institutions, this report provides a way to show each institution's share of the gift benefits. The report also allows you to divide up FASB liabilities and annuity reserve amounts in a similar manner.

How does the Gift Summary By Designation report do this? The report allows you to organize gift information based on the designations assigned to each gift. The report lists basic gift information based on these designations and subtotals the results. Dollar amounts are multiplied by the designation percentage to show the portion of each gift that is destined for each designated purpose.

The report is available in four variations. These variations let you analyze how the following respective amounts are split among each gift's designations: charitable deduction and final distribution amount, current market value, FASB liability, and current annuity reserve requirement.

1) Choose Summaries - Gifts By Designation in the Menu Bar.

Enter your search and sort criteria as shown below. The values that you need to enter are: Organization, Custom Filter (enter the custom filter that appears in the Custom Filter field -- more on custom filters in a moment), and Report Format:



- 2 When done entering the information above, click [OK] to view the report.
- 3) Click to close the Report Preview page, but do not close the Gift Summary by Designation page yet!

The first page of the Gift Summary By Designation - Market Value report is reproduced on the next page. It shows the current market value of all gifts designated for the General Endowment or Scholarship Fund of The Auburn Society.

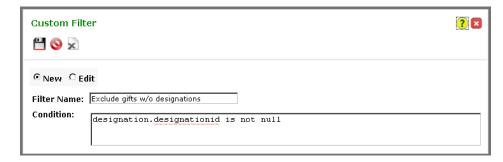
Custom Filters

Custom filters are available in every report and search function. They allow you to add additional criteria for selecting the records to include in a report or search. The custom filter you entered when producing the Gift Summary By Designation report, for example, excluded from the report all gifts that have no designation assigned.

When you create a custom filter for a report that you think you might use again, you can save it so that you never have to type it - or remember its syntax - again.

Let's save the custom filter you just entered.

- 1) Click Save as Custom Filter
- 2) Enter the information shown below.



3) Click to save your custom filter.

Your custom filter will now be available whenever you produce a Gift Summary By Designation report. All you need to do is choose it from the Custom Filter pull-down menu.



4) Click to close the report page.

Gift Summary by Designation - Market Values

cet Values
- Mar
Designation ·
iff Summary by

The Auburn Society (AUB)	B) (GEN) - Restrictio						
General Endowment	(GEN) - Restrictic						
12/25/1995 BEQ 4880CI Donor 12/30/1995 CGA 4880C Donor Donor Donor Donor	24	on not Specified					
S H		BI12	Desig %: 100.00%	\$1,000,000.00	0.00000000	\$1,000,000.00	12/25/1995
8 1	ietion .	Name	<u>0.0.8</u>				
S E		Inez Randall Roland Randall	06/20/1924				
붑	25			\$32,561.00	6.50000000	\$34,103.11	12/31/2008
분			Desig %: 25.00%	\$8,140.25		\$8,525.78	
붑	<u>iation</u>	<u>Name</u>	<u>8.0.8</u>				
붑		Sissy Mouse	02/04/1946				
Assoc	22	52-1345	000 C	\$5,000.00	0.00000000	\$0.00	
	******			92,000.00		00.00	
Donor	<u>Association</u> DeportBene_8	Name Charlema Camontor	<u>0.0.8.</u> 1202014 035				
PIF FU	Dollow Beneficiary	The Auburn Society	0.281 (3.2.2)				
General Endowment (GEN) - Restriction not Specified	(GEN) - Restriction	on not Specified	Nun	Number of Gifts / Portions:	ıs:		m
			Tota Tota	Total Designation Gift Amount: Total Designation Market Value:	nount: et Value:	\$1,01 \$1,00	\$1,010,640.25 \$1,008,525.78
Scholarship Fund (SCH) - Restriction not Specified	CH) - Restriction I	not Specified					
12/30/1995 CGA	25			\$32,561.00	6.50000000	\$34,103.11	12/31/2008
			Desig %: 75.00%	\$24,420.75		\$25,577.33	
Association	<u>iation</u>	<u>Name</u>	<u>0.0.0</u>				
Donor	Donor/Bene-A	Sissy Mouse	02/04/1946				
07/07/1996 PIF	22	52-1345		\$5,000.00	0.0000000.0	\$0.00	
			Desig %: 50.00%	\$2,500.00		\$0.00	
<u>Association</u>	<u>iation</u>	Name	<u>0.0.8.</u>				
Donor. PIF Fu	Donor/Bene-A PIF Fund Beneficiary	Charisma Carpenter The Auburn Society	12/22/1925				
Scholarship Fund (SCH) - Restriction not Specified	CH) - Restriction	not Specified	Nun	Number of Gifts / Portions:	ıs:		2
•		•	Tota	Total Designation Gift Amount:	nount:	\$2	\$26,920.75
			Tota	Total Designation Market Value:	st Value:	\$2	\$25,577.33
The Auburn Society (AUB)	B)		NUN	Number of Gifts / Portions:	ns:		5
			Tota	Total Org Gift Amount:		\$1,03	7,561.00
			Tota	Total Org Market Value:		\$1,03	\$1,034,103.11
Grand Totals			NNN	Number of Gifts / Portions:	ns:	i	5
				rotal Girt Arribumt: Total Market Value:			\$1,037,561.00 \$1.034.103.11

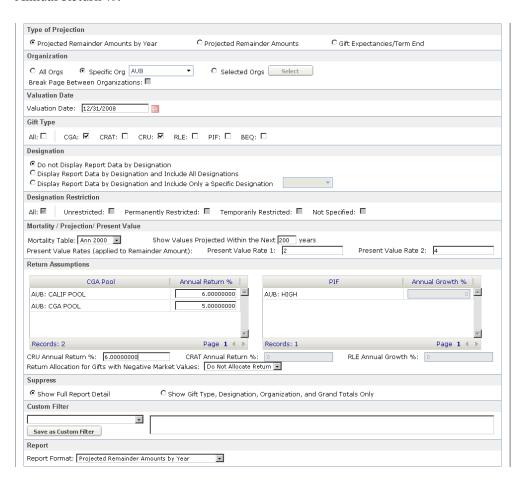
Producing a Projected Remainder Amounts report

GiftWrap's Projected Remainder Amounts report provides you with a sophisticated estimation of when each of your planned gifts will terminate and how much each will distribute at that time. It also displays the present value of these amounts.

This report is available as part of GiftWrap's optional Advanced Analysis module. Highly recommended! The amounts your planned gifts actually distribute to your charity will certainly vary from what this report predicts, as they will depend on the actual investment return of your gift assets and the actual date each gift terminates. Nevertheless, the Projected Remainder Amounts report can help you enormously in evaluating the success of your planned giving program and forecasting future planned gift distributions.

1) Choose Analysis - Projected Remainder Amounts in the Menubar.

Enter the information shown below. The values that you need to enter are: Organization, Valuation Date, Gift Types (click the All check box first to deselect it, then make selections), Mortality Table, CGA Pool Annual Return %s, and CRU Annual Return %.



2) When done entering the information above, click [OK] to view the report.

The report will predict the amount and timing of the distributions that The Auburn Society can expect to receive from its gift annuities and charitable remainder unitrusts as of 12/31/2008.

- 3) Print the report, if you wish, then return to the Report Preview page.
- 4) Click to close the Report Preview page.
- 5) Click to close the Projected Remainder Amounts page.

The first page of the Projected Remainder Amounts report is reproduced on the next page.

Projected Remainder Amounts by Year as of 12/31/2008 based on the Ann 2000 Table

1,1,2019 2,1,2012119 2,1,2012119 2,1,2,1,201219 2,1,2,1,2,1,2,1,2,1,2,1,2,1,2,1,2,1,2,1	Year G	Gift Type	Giff Key	Giff Key Account #1	Tot Giff Amount	Market Value	Projected Value	PV @ 2%	PV@4%
### \$12,092.16 Sa0,000.00 \$39,715.34 \$11,4028.30 \$12,092.16 Sa0,000.00 \$39,715.34 \$21,466.65 \$18,650.30 Totals	The Auburn S	ociety (AUB)							
## \$10,000.00 \$10,000.	1/1/2016 - 12	31/2016							
Totals \$50,000 00 \$53,75 34 \$21,465 65 \$16,503 00	O	,GA	00		\$30,000.00	\$23.938.42	\$14,028.30	\$12.092.16	\$10.453.3
Totals \$80,000.00 \$83,6376 \$35,493.96 \$30,595.19 \$30,000.00 \$83,632.76 \$35,493.96 \$30,595.19 \$30,000.00 \$29,736.81 \$21,466.05 \$118,140.56 \$114,056	O	,GA	37		\$50,000.00	\$39,715.34	\$21,465.65	\$18,503.03	\$15,995.3
### S90,000.00				CGA Totals	\$80,000.00	\$63,653.76	\$35,493.96	\$30,595.19	\$26,448.70
## S29,736.81 \$21,466.05 \$18,140.66 \$18,140.	1/1/2016 - 12	331/2016		Totals	\$80,000.00	\$63,653.76	\$35,493.96	\$30,595.19	\$26,448.70
### 1745 1746	1/1/2017 - 12	331/2017							
Totals \$10,000.00 \$29,736.81 \$21,466.05 \$16,140.56 \$18,140	0	;GA	87		\$30,000.00	\$29,736.81	\$21,466.05	\$18,140.56	\$15,380.44
Totals				CGA Totals	\$30,000.00	\$29,736.81	\$21,466.05	\$18,140.56	\$15,380.44
Stringbox Stri	1/1/2017 - 12	331/2017		Totals	\$30,000.00	\$29,736.81	\$21,466.05	\$18,140.56	\$15,380.44
### CGA Totals	1/1/2018 - 12	331/2018							
CoA Totals \$11,694.74 \$11,445.07 \$9,482.36 Totals \$10,000.00 \$11,694.74 \$11,445.07 \$9,482.36 49 \$10,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$44 Totals \$500,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$44 COA Totals \$500,000.00 \$657,034.22 \$653,528.45 \$530,838.85 \$44 Formula \$500,000.00 \$657,034.22 \$653,528.45 \$530,838.85 \$44 COA Totals \$50,000.00 \$654,383.99 \$11,169.31 \$7,163.66 \$44 \$10dals \$32,661.00 \$54,438.39 \$11,169.31 \$7,163.66 \$647.40 \$25,661.00 \$34,103.11 \$14,047.19 \$6,47.40 \$6,47.40 \$6,47.40 \$25,661.00 \$231,729.55 \$396,851.02 \$230,209.26 \$11 44 \$200,000.00 \$281,779.55 \$396,851.02 \$230,209.26 \$11 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$11 <td>0</td> <td>;GA</td> <td>39</td> <td></td> <td>\$10,000.00</td> <td>\$11,694.74</td> <td>\$11,445.07</td> <td>\$9,482.36</td> <td>\$7,885.00</td>	0	;GA	39		\$10,000.00	\$11,694.74	\$11,445.07	\$9,482.36	\$7,885.00
49 \$10,000.00 \$11,694,74 \$11,445.07 \$9,482.36 \$4 49 \$500,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$4 52 Totals \$500,000.00 \$637,034.22 \$653,628.45 \$530,838.85 \$4 52 CoATotals \$500,000.00 \$55,438.39 \$11,169.31 \$7,153.66 \$4 25 CoATotals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.66 \$4 25 CoATotals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.66 \$7,153.66 25 CoATotals \$52,561.00 \$34,103.11 \$14,047.19 \$8,647.40 \$8,647.40 44 \$22,661.00 \$34,103.11 \$14,047.19 \$8,647.40 \$1,047.19 \$8,647.40 \$1,047.19 \$1,047.19 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.40 \$1,047.4				CGA Totals	\$10,000.00	\$11,694.74	\$11,445.07	\$9,482.36	\$7,885.00
49 \$500,000.00 \$637,034.22 \$653,528.45 \$630,838.85 \$4 Totals \$500,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$4 Totals \$50,000.00 \$65,438.39 \$11,169.31 \$7,153.56 \$4 COA Totals \$50,000.00 \$65,438.39 \$11,169.31 \$7,153.56 \$4 Totals \$50,000.00 \$65,438.39 \$11,169.31 \$7,153.56 \$4 25 COA Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 \$8,647.40 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Projected Remainder Amount by Year \$1047.19 \$230,209.26 \$1	1/1/2018 - 12	331/2018		Totals	\$10,000.00	\$11,694.74	\$11,445.07	\$9,482.36	\$7,885.00
49 \$600,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$44 Totals \$500,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$44 Totals \$500,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$44 CoA Totals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 \$47,153.56 25 CoA Totals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 \$47,153.56 25 CoA Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 \$8,647.40 44 CRU Totals \$2200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 44 CRU Totals \$200,000.00 \$2281,279.55 \$396,851.02 \$230,209.26 \$1 44 Frojected Remainder Amount by Year \$396,851.02 \$230,209.26 \$1	1/1/2019 - 12	931/2019							
For Totals \$500,000.00 \$637,034.22 \$653,528.45 \$530,838.85 \$44 For Totals \$500,000.00 \$654,383.99 \$11,169.31 \$7,163.56 \$41,163.31 \$7,163.56 \$41,163.31 \$7,163.56 \$41,163.31 \$7,163.56 \$41,163.31 \$7,163.56	0	YRU	49		\$500,000.00	\$637,034.22	\$653,528.45	\$530,838.85	\$432,926.77
52 \$600,000.00 \$654,38.39 \$11,169.31 \$7,153.56 \$4 COATotals \$60,000.00 \$65,438.39 \$11,169.31 \$7,153.56 \$7,153.56 25 Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1				CRU Totals	\$500,000.00	\$637,034.22	\$653,528.45	\$530,838.85	\$432,926.77
52 \$50,000.00 \$55,438.39 \$11,189.31 \$7,153.56 Totals \$50,000.00 \$55,438.39 \$11,189.31 \$7,153.56 25 \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 26 \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 26 \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 \$2200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1	1/1/2019 - 12	31/2019		Totals	\$500,000.00	\$637,034.22	\$653,528.45	\$530,838.85	\$432,926.77
52 \$60,000.00 \$65,438.39 \$11,169.31 \$7,153.66 Totals \$50,000.00 \$65,438.39 \$11,169.31 \$7,153.66 25 CoATotals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 A4 Forditotals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Projected Remainder Amount by Year Projected Remainder Amount by Year \$396,851.02 \$230,209.26 \$1	1/1/2031 - 12	331/2031							
COA Totals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 Totals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 25 CGA Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Projected Remainder Amount by Year Projected Remainder Amount by Year \$396,851.02 \$230,209.26 \$1	0	;GA	52		\$50,000.00	\$55,438.39	\$11,169.31	\$7,153.56	\$4,621.43
Totals \$50,000.00 \$55,438.39 \$11,169.31 \$7,153.56 25 CGA Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,8647.40 Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26				CGA Totals	\$50,000.00	\$55,438.39	\$11,169.31	\$7,153.56	\$4,621.43
25 \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Projected Remainder Amount by Year Projected Remainder Amount by Year Projected Remainder Amount by Year	1/1/2031 - 12	331/2031		Totals	\$50,000.00	\$55,438.39	\$11,169.31	\$7,153.56	\$4,621.43
25 \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 CCU Totals \$32,561.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$1 Projected Remainder Amount by Year Projected Remainder Amount by Year \$103,000.00 \$200,000.00 \$200,000.00	1/1/2033 - 12/	331/2033							
#\$2,561.00	٥	;GA	25		\$32,561.00	\$34,103.11	\$14,047.19	\$8,647.40	\$5,373.69
Totals \$32,561.00 \$34,103.11 \$14,047.19 \$8,647.40 44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 CRU Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 Projected Remainder Amount by Year Projected Remainder Amount by Year				CGA Totals	\$32,561.00	\$34,103.11	\$14,047.19	\$8,647.40	\$5,373.69
44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$230,000.00 \$281,279.55 \$396,851.02 \$230,209.26	1/1/2033 - 12	331/2033		Totals	\$32,561.00	\$34,103.11	\$14,047.19	\$8,647.40	\$5,373.69
44 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$230,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$230,000.00 \$281,279.55 \$396,851.02 \$230,209.26 \$230,000.00 \$281,279.55 \$396,851.02 \$230,209.26	1/1/2036 - 12	331/2036							
Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 Projected Remainder Amount by Year	0), NO	44	CRITOtale	\$200,000.00	\$281,279.55	\$396,851.02 \$396,851.02	\$230,209.26 \$230,209.26	\$134,961.74 \$134,961.74
Totals \$200,000.00 \$281,279.55 \$396,851.02 \$230,209.26 Projected Remainder Amount by Year				010	00:000,000	WZ01,273,00	NO:100'000#	#z20,203.20	
	1/1/2036 - 12	31/2036		Totals	\$200,000.00	\$281,279.55	\$396,851.02	\$230,209.26	\$134,961.74
	2/9/2010				Projected Rema	iinder Amount by Year			

Producing a Program Overview and Statistics report

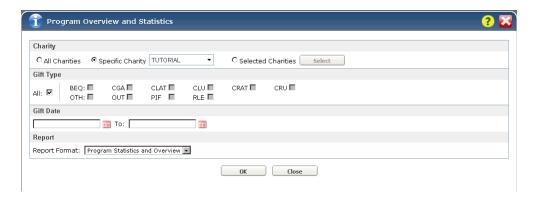
GiftWrap's optional Advanced Analysis module includes a Program Overview and Statistics report that allows you to analyze your planned gift portfolio with a level of sophistication that would take many hours of work otherwise.

What is the average age of your known bequest intentions? What is the median funding amount of your organization's charitable remainder unitrusts? How many gift annuities have you received in the \$25,000 - \$50,000 range? These are just a few of the many questions that the report can answer.

Reviewing a sample Program Overview and Statistics report for yourself is the best way for you to appreciate the insights it can offer.

1) Choose Analysis - Program Overview and Statistics in the Menubar.

Enter the information shown below. All you need to do is select the Charity.



- 2) Click [OK] to view the report.
- 3) Click to move forward and to move back through the pages of the report.
- 4) When you have reviewed the report to your satisfaction, click to close the Report Preview page.
- 5) Click to close the Program Overview and Statistics page.

The first page of the Program Overview and Statistics report is reproduced on the next page.

Program Statistics and Overview

Tutorial (TUTORIAL)	0		
Overall Totals			
Total Number of Gifts :	53		
Total Gift Amount :	\$5,885,253.50		
Total Market Value (Current Gifts):	\$6,440,619.52		
Gift Type: CGA			
Number of Giffs/Giff Amount by Subtype :	23	\$1,237,561.00	
Standard :	18	\$362,561.00	
Commuted:	0	\$0.00	
Flexible :	0	\$0.00	
Deferred:	2	\$75,000.00	
Seed Money:	п	\$800,000.00	
Average Median Gift Amount by SubType:	\$53,807.00	\$25,000.00	
Standard :	\$20,142.28	\$12,500.00	
Commuted:	\$0.00	\$0.00	
Flexible:	\$0.00	\$0.00	
Deferred:	\$37,500.00	\$37,500.00	
Seed Money:	\$266,666.67	\$200,000.00	
Number of Gifts/Gift Amount by Status:	23	\$1,237,561.00	
Finished/Severed Gifts:	-	\$10,000.00	
Current Gifts:	22	\$1,227,561.00	
Current Giffs Non-Deferred:	20	\$1,152,561.00	
Current Gifts past Deferral Period:	2	\$75,000.00	
Current Gifts in Deferral Period:	0	\$0.00	
Average/Median Gift Amount by Status:	\$53,807.00	\$25,000.00	
Finished/Severed Giffs:	\$10,000.00	\$10,000.00	
Current Gifts:	\$55,798.23	\$25,000.00	
Current Gifts Non-Deferred:	\$57,628.05	\$22,500.00	
Current Gifts past Deferral Period:	\$37,500.00	\$37,500.00	
Current Onls Deferred.	00:04	00.04	
Average/Median Initial Deferral Period, all subtypes D and F:	5.8 years	5.8 years	
Average/Median Remaining Deferral Period, current gifts, subtypes D and F.	0.0 years	0.0 years	
Number/Total Amount of Gifts by Gift Amount Size:			
Up to \$10,000	6	\$85,000.00	
?4/2010	Program Statistics and Overview		

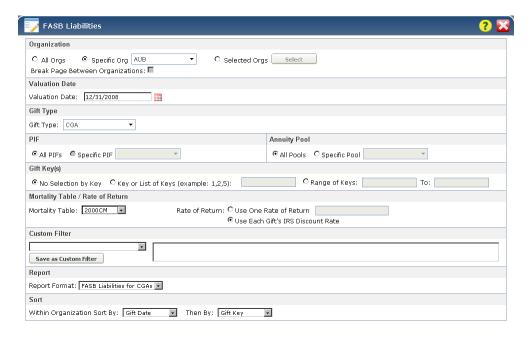
Producing a FASB Liabilities report

GiftWrap's FASB Liabilities report is appreciated by chief financial officers even more than by planned giving officers. Computing liabilities for planned gifts is a time-consuming headache for many organizations. GiftWrap's FASB Liabilities report makes computing and reporting FASB liabilities for all your planned gifts a snap. It may save your CFO days or even weeks of work with a spreadsheet!

The FASB Liabilities report lists your charity's calculated liability for each gift included in the report. The report is available for charitable remainder trusts, gift annuities, pooled income funds, and charitable lead trusts. It provides a choice of two widely accepted methods: use of one interest rate for all your gifts or use of the specific IRS discount rate used to compute the deduction for each gift.

1) Choose Compliance - FASB Liabilities from the Menubar.

Enter the information shown below. The values that you need to enter are: Organization, Valuation Date, Mortality Table, and Rate of Return method.



This particular report will present the FASB liabilities attached to each of The Auburn Society's gift annuities as of 12/31/2008.

- 2) When done entering the information above, click [OK] to view the report.
- 3) Print the report, if you wish, then return to the Report Preview window.
- 4) Click to close the Report Preview window.

You will see the following window:



5) Click the second item as shown above, then click [OK].

You have told the FASB Liabilities function to update the FASB Amount and FASB Date field found in the Details tab of each gift's Gift Information page with the new FASB liabilities you have just computed. This feature makes it easy to look up the latest FASB liability and valuation date assigned to any gift.

You have also saved these values in the Historical Value Table so that they will be permanently available for review even after current FASB liabilities are updated in the future.

6) Click to close the FASB Liabilities window.

The first page of the FASB Liabilities report is reproduced on the next page.

FASB Liabilities as of 12/31/2008 Based on the 2000CM Table

The Authurn Society (AUB)	Gift Date	Giff Key	Gift Amount	Payout %	Account #1		Rate	Rate of Return	Annuity	Factor	Liability
Charitable Grit Amnufly (CGA) 8 \$30,000.00 7,90000000 9 \$42,501.00 9 \$1,200.000 111,241922 9 \$1,200.000000 9 \$1,150.00 111,241922 9 \$1,200.000000 9 \$1,150.00 9 \$1,10.99 9 \$1,100.00 9 \$1,100.00 9 \$1,100.00 9 \$1,100.00 9 \$1,10	The Auburn	n Society (AUB)									
State Stat	Gift Type:	Charitable Giff Annuity	y (CGA)								
Quarterly End of Period; 1st Payment 1231/1994 DOB Age Genole DOB Fewon Key Beneard/Bank 11/24/1922 86 M 7 60000000 \$2,116.47 9.3875/578 Beneard/Bank 25 \$32,561.00 6.50000000 0.000 \$2,116.47 9.3875/578 Beneard/Bank 37 \$50,000.00 8.30000000 0.0004/1946 6.50000000 \$4,150.00 4.45606929 Sisy Mouse 37 \$50,000.00 8.30000000 11/24/1922 86 M 6.0000000 \$4,150.00 4.45606929 Service 37 \$50,000.00 11/24/1922 86 M 6.0000000 \$6,000000 5.12476799 Service 39 \$10,000.00 11/24/1922 86 M 6.0000000 \$6,000000 5.12476799 Service 39 \$10,000.00 11/24/1922 86 M 6.0000000 \$6,00000 5.12476799 Service 30 \$1,1000 11/24/1922 87 A 6.000000 5.12476799 <td>11/15/1994</td> <td>8</td> <td>l</td> <td>7.90000000</td> <td></td> <td></td> <td></td> <td>9.00000000</td> <td>\$2,370.00</td> <td>4.09900457</td> <td>\$9,714.64</td>	11/15/1994	8	l	7.90000000				9.00000000	\$2,370.00	4.09900457	\$9,714.64
Beneficiary Enemiciary Enemiciary Enemity End of Period: 1st Payment 3311996 LO.B. Ament Boare Age Sender		Quarterly End of Perior	d; 1st Payment 1	2/31/1994							
Beneficiary Bondent		Beneficiary			<u>D.O.B.</u>	<u> 4ge</u>	Gender	<u>0.0.0.</u>	Person Key		
1		Bernard Boare			11/24/1922	98	Ø		9		
Quarterity End of Period; 1st Payment 3/31/1996 DOB Age of Separation Gentloader DOB Age of Separation Condition	12/30/1995	25		6.50000000				7.60000000	\$2,116.47	9.38757578	\$19,868.48
Beneficially Sissy Mouse 20.0B at 1 miles 4.456 moles D.O.B at 1 miles F months Person Key Sissy Mouse 37 \$50,000.00 8.30000000 4.45600829 4.45600829 4.45600829 Quanterly End of Period; 1st Payment 12/31/1998 0.0.0.0.00 6.00000000 6.60000000 \$600.00 4.45600829 Semilannual End of Period; 1st Payment 12/31/1998 0.0.0.0.0.0.0 11/24/1922 86 Mm 6.6000000 \$600.00 4.45600829 Semilannual End of Period; 1st Payment 12/31/1998 0.0.0.0.0.0.0 1.1/24/1925 83 Gender 0.0.0.0.0.0 \$600000 \$6.1/46799 Semilannual End of Period; 1st Payment 12/31/1998 0.0.0.0.0.0.0.0 1.1/24/1925 83 F 6.6000000 \$6.1/46799 \$6.1/46799 Charlisma Corporater 5.6000000 7.700000000 7.700000000 7.2/22/1925 7.5.0.0.0.0.0 \$6.000000 7.2/22/1925 7.5.0.0.0.0.0 \$6.000000 \$6.2/26/10 \$6.000000 \$6.2/26/10 \$6.000000 \$6.2/26/10 \$6.2/26/10 \$6.2/26/10 \$6.2/26/10 \$6.2/26/10 \$6.2/26/10		Quarterly End of Perior	d; 1st Payment 3	3/31/1996							
Sissy Mouse 25 25 25 25 25 25 25 2		Beneficiary			<u>D.O.B.</u>	<u> Age</u>	Gender	<u>0.0.0</u>	Person Key		
37 \$60,000.00 8.30000000 4.45606929 Guarterly End of Period; 1st Payment 12/31/1998 10.08 Age Gender 0.00 Person Key 4.45606929 Bernard boare 3 \$10,000.00 6.00000000 \$6000000 \$12476799 Semianmusi End of Period; 1st Payment 12/31/1998 0.08 Age Gender D.O.D. Person Key Charlisma Carpenter 1.2/22/1925 83 F 426 Gender D.O.D. Person Key Charlisma Carpenter 1.2/22/1925 83 F 426 Gender D.O.D. Person Key Charlisma Carpenter 1.2/22/1925 83 F 436 Gender D.O.D. Person Key Charlisma Carpenter 1.2/22/1925 83 F 436 Gender D.O.D. 10.36266965 Guarterly End of Period; 1st Payment 3/31/2002 1.2/25/1935 73 M 420000000 \$2,310.00 5.43679428 Beneficiary 1.2/25/1935 1.2/25/1935 1.2/25/1935 1.2/25/1935 1.2/25/1935		Sissy Mouse			02/04/1946	63	LL.		26		
Quarterly End of Period; 1st Payment 12/31/1998 DOB. DOB. International End of Period; 1st Payment 12/31/1998 Age (Benzic) (Broding) (Brodi	11/05/1998	37		8.30000000				3.60000000	\$4,150.00	4.45606929	\$18,492.69
Beneficiary BOB Beneficiary Age Included Service in the control of th		Quarterly End of Perior	d; 1st Payment 1	2/31/1998							
Semiand Boare 11/24/1922 86 M 6 60000000 5 12476799 Semiannual End of Period; 1st Payment 12/31/1998 DOB 40g Gender DOD Ferson Kez 12/22/1925 S 50,000 00 7 70000000 7 700		Beneficiary			<u>D.O.B.</u>	<u> 4ge</u>	Gender	<u>0.0.0.</u>	Person Key		
Semiannual End of Period; 1st Payment 12/31/1998 20.0.8 4.00000000 4.00000000 4.00000000 4.00000000 4.00000000 4.00000000 4.000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.00000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.0000000 4.00000000 4.00000000 4.00000000 4.0000000 4.00000000 4.0000000 4.00000000 4.00000000 4.00000000 4.0000000 4.0000000 4.00000000 4.00000000 4.00000000 4.0000000 4.00000000 4.00000000 4.000000000 4.00000000 4.00000000 4.00000000 4.00000000 4.000000000 4.000000000 4.000000000 4.00000000 4.000000000 4.00000000 4.000000000 4.0000000000		Bernard Boare			11/24/1922	98	≅		0		
Semiannual End of Period; 1st Payment 12/31/1998 D.O.B. Beneficiary Age Gender Sendon S	11/05/1998	38		6.000000000				3.600000000	\$600.00	5.12476799	\$3,074.86
Beneficiary DO.B. stone Age Gender DO.D. stone Person Key Charisma Carpenter \$50,000.00 7.70000000 7.70000000 7.70000000 10.96269965 Quarterly End of Period; 1st Payment 3/31/2002 DO.B. stone Age Gender Gen		Semiannual End of Pe	eriod; 1st Payme.	nt 12/31/1998							
Charisma Carpenter 12/22/1925 83 F 15 62 \$50,000.00 7.70000000 7.70000000 10.96266965 10.96266965 Quarterly End of Period; 1st Payment 3/31/2002 \$0.0.02 Ade Gender \$0.0.02 Person Key 11 Martin Manatee 12/25/1935 73 M 4.20000000 \$5,43679428 Quarterly End of Period; 1st Payment 9/30/2008 20.0B Age Gender D.O.D. Person Key Beneficiary 8 \$30,000.00 7.70000000 7.70000000 \$5,43679428 Quarterly End of Period; 1st Payment 9/30/2008 D.O.B. Age Gender D.O.D. Person Key June Cleaver 05/28/1925 84 F 44 44 n Society (AUB) 1040 Amount: \$15,396.47 \$105,915.91 1 Total Annuity: \$105,915.91 \$105,915.91		Beneficiary			<u>D.O.B.</u>	Age	Gender	<u>0.0.0</u>	Person Key		
62 \$50,000.00 7.70000000 43,850.00 \$3,850.00 \$10,96266965 Quarterly End of Period; 1st Payment 3/31/2002 DO.B. Age Gender DO.D. Person Key Martin Manatee 12/25/1935 73 M 1.2 1.1 Martin Manatee 87 \$30,000.00 7.70000000 7.70000000 5.43879428 Quarterly End of Period; 1st Payment 9/30/2008 DO.B. Age Gender DO.D. Act 10000000 5.43879428 June Cleaver Beneficiary DO.B. Age Gender Act 20000000 5.43879428 June Cleaver DO.B. Age Gender DO.D. Act 3000000 5.43879428 Society (AUB) Number of Gifts: Age Act 3000000 5.1000 5.43879428 And a Famourity: Total Gift Amount: \$105,984.7 \$105,984.7 \$105,915.94		Charisma Carpenter			12/22/1925	83	L		15		
Quanterly End of Period; 1st Payment 3/31/2002 DO.B. O.O.B. og/03/1939 69 F F F Person Key Person Key Person Color Period; 1st Payment 9/30/2008 Person Key Person Key Person Color Period; 1st Payment 9/30/2008 Person Key Person Color Period; 1st Payment 9/30/2008 Age Person Color Person	02/21/2002	52	\$50,000.00	7.70000000			-	5.600000000	\$3,850.00	10.96266965	\$42,206.28
Beneficiary DO.B. bandside Age of pender Gender DO.D. bandside Person Key Martin Manatee 12/25/1935 73 M 4.20000000 \$5.43679428 Martin Manatee 87 \$30,000.00 7.70000000 7.70000000 7.70000000 \$5.43679428 Quarterly End of Period; 1st Payment 9/30/2008 D.O.B. bandside Age of pender P.O.D. bandside Person Key June Cleaver 05/28/1925 84 F 44 Asciety (AUB) 104 Age of pender Bandside Bandside Interpretation of Period; 1st Payment 9/30/2008 105/28/1925 Bandside Bandside Age of pender Age of pender Bandside Bandside Bandside Interpretation of period; 1st Payment 9/30/2008 100.0.0. Bandside Bandside Age of pender Age of pender Age of pender Bandside Bandside Age of pender Age of pender Bandside Bandside Bandside Age of pender Age of pender Bandside Bandside Bandside </td <td></td> <td>Quarterly End of Perior</td> <td>d; 1st Payment 3</td> <td>3/31/2002</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		Quarterly End of Perior	d; 1st Payment 3	3/31/2002							
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Martin Manatee 12/25/1935 73 M 12 87 \$30,000.00 7.70000000 5.43679428 5.43679428 Quarterly End of Period; 1st Payment 9/30/2008 00.0.8. 4/20 Person Kerz 5.43679428 June Cleaver 05/28/1925 84 F 44 44 n Society (AUB) Number of Gifts: 6 6 Total Annuity: \$15,396.47 \$15,396.47 Total Liability: \$105,915.94		Marina Manatee			09/03/1939	69	ட		=		
87 \$30,000.00 7.70000000 5.43679428 Quarterly End of Period; 1st Payment 9/30/2008 20.0.8. 4/2 F Person Key Beneficiary 0.0.8. 4/2 F 44 June Cleaver 0.5/28/1925 84 F 44 n Society (AUB) Number of Gifts: 6 6 Total Liability: \$15,396.47 \$15,396.47 Total Liability: \$105,915.94		Martin Manatee			12/25/1935	73	Σ		12		
of Period; 1st Payment 9/30/2008 <u>D.O.B.</u> Age Gender <u>D.O.D.</u> Person Ke 05/28/1925 84 F Number of Gifts: \$202,561.0 Total Gift Amount: \$15,396.4 Total Liability: \$105,915.9	07/01/2008	87	l .	7.70000000			_	4.20000000	\$2,310.00	5.43679428	\$12,558.99
D.O.B. Age Gender D.O.D. Person Ke 05/28/1925 84 F 4 Number of Gifts: Total Gift Amount: \$202,561.0 Total Amuity: \$15,396.4 Total Liability: \$105,915.9		Quarterly End of Perio	d; 1st Payment 9	3/30/2008							
05/28/1925 84 F		Beneficiary			<u>0.0.8.</u>	Age	Gender	<u>0.0.0</u>	Person Key		
Number of Gifts: \$202,561.0 Total Gift Amount: \$15,396.4 Total Amuity: \$15,396.4 Total Liability: \$105,915.9		June Cleaver			05/28/1925	84	L		44		
	The Auburn	n Society (AUB)				Numbe	r of Gifts:		9		
87						Total G	ift Amount:		\$202,561.00		
						Total A	nnuity: Jabilitas		\$15,396.47		
						IOIAIL	diamity.		\$1.00,810.84		

FASB Liabilities - CGA

2/9/2010

Producing a report of Gift Annuity Reserves

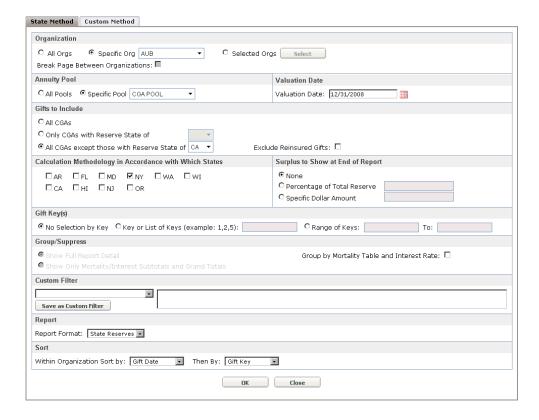
Whether mandated by state law or performed for internal auditing purposes, regularly calculating your institution's annuity reserve requirements is essential to sound fiscal management of your gift annuity program. Many charities pay actuaries over \$1,000 each year to produce this information. GiftWrap's Gift Annuity Reserves report makes it easy for you to compute and report this information yourself.

GiftWrap can produce reserve calculations that satisfy any of the states that require reserve reports. For states that require the use of the Annuity 2000 mortality table for recent gifts but allow the use of the less conservative 1983 A table for older gifts, GiftWrap chooses the appropriate mortality table for each gift automatically. These states currently include Arkansas, California, Florida, Maryland, New Jersey, New York, Oregon, Washington, and Wisconsin. For charities that don't need to meet state reserve requirements, GiftWrap also can compute reserves according to your choice of mortality tables and interest rates.

PG Calc updates GiftWrap automatically with the maximum reserve interest rates that each state allows. For example, some states mentioned above announce new maximum rates each fall that apply to all gift annuities funded in the current year.

1) Choose Compliance - Gift Annuity Reserves-State Method from the Menubar.

Enter the information shown below. The values that you need to enter are: Organization, Annuity Pool, Gifts to Include, Valuation Date, and Calculation Methodology.



- 2) When done entering the information above, click [OK] to view the report.
- 3) Print the report, if you wish, then return to the Report Preview page.
- 4) Click to close the Report Preview window.

You will see the window below, which serves exactly the same function as the FASB liabilities window we saw earlier:



5) Click the second item as shown above, then click [OK].

Similar to the FASB Liabilities function we looked at earlier, the Gift Annuity Reserves function will update the Reserve Amount and Reserve Date fields found in the Details tab of each gift's Gift Information page with the new reserve values you have just computed.

You have also saved these values in the Historical Value Table so that they will be permanently available for review even after current annuity reserve values are updated in the future.

6) Click to close the Gift Annuity Reserves window.

The first page of the Gift Annuity Reserves report is reproduced on the next page.

Gift Annuity Reserves as of 12/31/2008

Gift Date	Giff Key	Giff Amount Payout %	Account #1	Rese	Reserve State	Annuity	Mort Table	Reserve %	Factor	Keselve
The Auburn	The Auburn Society (AUB)									
11/15/1994	8 Quarterly 1st pa	8 \$30,000.00 7.90000000 Quarterly 1st payment 12/31/1994		_	λ	\$2,370.00	1983 A	6.50000000	4.70184129	\$11,143.36
	Annuitant Bernard Boare		<u>State</u> MA	<u>0.0.8.</u> 11/24/1922	<u>Age</u> 86	<u>Gender</u> M	<u>.a.o.a</u>	Person Key 3		
12/30/1995	25 Quarterly 1st pa	25 \$32,561.00 6.50000000 Quarterly 1st payment 3/31/1996		_	ž	\$2,116.46	1983 A	7.25000000	10.77308618	\$22,800.81
	<u>Annuitant</u> Sissy Mouse		State NM	<u>D.O.B.</u> 02/04/1946	<u>Аде</u> 63	<u>Gender</u> F	<u>.a.o.a</u>	Person Key 26		
11/05/1998	37 Quarterly 1st pa	37 \$50,000.00 8.30000000 Quarterly 1st payment 12/31/1998		2	MA	\$4,150.00	1983 A	6.25000000	4.74758731	\$19,702.49
	<u>Annuitant</u> Bernard Boare		<u>State</u> MA	<u>D.O.B.</u> 11/24/1922	<u>Age</u> 86	<u>Gender</u> M	<u>a.o.a</u>	Person Key 3		
02/21/2002	52 Quarterly 1st pa	52 \$50,000.00 7.70000000 Quarterly 1st payment 3/31/2002		_	2	\$3,850.00	Ann 2000	6.50000000	11.43435789	\$44,022.28
	<u>Annuitant</u> Marina Manatee Martin Manatee	0	State N.	<u>D.O.B.</u> 09/03/1939 12/25/1935	<u>Аде</u> 69 73	<u>Gender</u> F M	<u>0.0.0</u>	<u>Person Kev</u> 11 12		
07/01/2008	87 Quarterly 1st pa	87 \$30,000.00 7.70000000 Quarterly 1st payment 9/30/2008		2	MA	\$2,310.00	Ann 2000	5.50000000	6.45641055	\$14,914.31
	<u>Annuitant</u> June Cleaver		<u>State</u> MA	<u>D.O.B.</u> 05/28/1925	<u>Age</u> 84	<u>Gender</u> F	<u>a.o.a</u>	Person Key 44		
The Auburn Society	Society	Num Tots Tots Spe Spe	Number of Gifts: Total Gift Amount: Total Amuity: Total Reserves: Specified Surplus: Total Reserve + Surplus:	rt: ss: Surplus:		\$192,561.00 \$14,796.46 \$112,583.25 \$0.00 \$112,583.25	5 6 5 10 15			
Grand Total		Num 10ts 10ts 10ts Spe Spe Spe 10ts	Number of Gifts: Total Gift Amount: Total Annuity: Total Reserves: Specified Surplus: Total Reserve + Surplus:	rt: ts: Surplus:		\$192,561.00 \$14,796.46 \$112,583.25 \$0.00 \$112,583.25	5 100 25 10			

Giff Annuity Reserves - State Method

Tracking the value of gift annuity assets

GiftWrap's powerful CashTrac CGA Market Values feature takes the guesswork out of valuing the assets that back each gift annuity in your gift annuity pool. When a gift annuity terminates, the market value that you have maintained using CashTrac tells you how much of the gift annuity's original funding assets are still in the pool. Many GiftWrap clients use this amount to determine how much to remove from the gift annuity pool and use as designated by the donor. This approach is far more sophisticated than simply removing 50% or 100% or some other standard percentage of the original funding amount of each terminated gift annuity.

CashTrac gives you the choice of two methods for adjusting gift annuity market values. Whichever method you choose, CashTrac can store its calculations as current market values and as historical market values for future reference.

We won't run CashTrac CGA Market Values here, but you are welcome to run it on your own later by choosing Actions - CashTrac CGA Market Values in the Menubar.

If you purchase GiftWrap's optional Advanced Analysis module, you can review the adjustments made by CashTrac CGA Market Values for any period by choosing Analysis - CGA Market Value Transaction Details in the Menubar.

To learn more about how the CashTrac calculations work, look up the *CashTrac CGA Market Values-calculations explained* topic in the Online Help Index.

Method 1. This method asks you to enter a net rate of return on the gift annuity pool's assets during a specified time period. CashTrac then adjusts each gift annuity's stored market value by that percentage and subtracts each gift annuity's payments made during the same time period to arrive at the new market value to store.

Method 2. This method asks you to enter the total market value of your gift annuity pool as of the end of a specified time period. CashTrac then adjusts each gift annuity's stored market value by the net rate of return that is implied by the difference between the total of all the stored gift annuity market values and the new target total market value you have entered. Then, as in the first method, CashTrac subtracts each gift annuity's payments made during the same time period to arrive at the new market value to store.

Producing Payments & 1099-Rs

GiftWrap can produce payments for income beneficiaries of any type of planned gift. It can make these payments either by check or by electronic funds transfer (EFT).

GiftWrap can print checks directly on check stock loaded into a printer or produce an upload file that sends payment data to a separate check writing system. GiftWrap can also print 1099-R tax forms for reporting annuity income to all your gift annuitants and to the IRS. For charities with more than 250 1099-Rs to send, GiftWrap can produce the required electronic file for reporting this tax information to the IRS. In addition, GiftWrap can produce reports that summarize payment or 1099-R information.

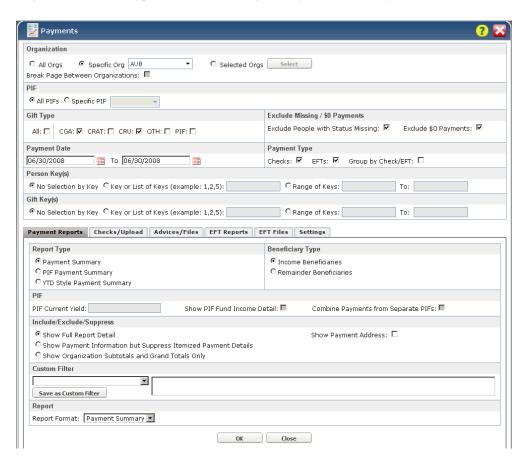
Except for the summary reports, this set of features is part of GiftWrap's optional Tax and Check module. If you don't need these capabilities, you can purchase GiftWrap without this set of features for a reduced license fee and lower annual service fee. Contact the PG Calc sales department at 888-497-4970 for pricing details.

Reporting and producing income payments

All of GiftWrap's payment functions are found in the Payments menu. Let's start by creating a Payment Summary report. This report typically is used to list payments made during a specific time period, such as the current month or the past calendar quarter. The information it provides can be very helpful for double-checking payment amounts before producing actual payments or as a check request.

1) Choose Payments - Payment Summary Reports in the Menubar.

Enter your search criteria as shown below. The values that you need to enter are: Organization, Gift Type, Exclude Missing/\$0 Payments, and Payment Dates.



Notice that we are printing checks for the income beneficiaries of gift annuities (CGAs) and charitable remainder unitrusts (CRUs) only.

Also, we are excluding income beneficiaries with a status of "Missing." These are beneficiaries whose address is unknown, but who may be alive. Excluding them from payments prevents you from sending payments that never will be received. If a missing beneficiary is later located, turning on the beneficiary's payments again is a matter of changing his or her status from "Missing" to "Active".

- 2) When done entering the information above, click [OK] to view the report.
- 3) Print the report, if you wish, then return to the Report Preview page.
- 4) Click to close the Report Preview page, but do not close the Payments page yet!

The first page of the Payment Summary report is reproduced on the next page.

ummary	sy Address Type
Payment S	Person Ke

State Stat	Check Date	4 1			Pers	Person Key Address Type		EFT	Route # Acct Type	Type	Net Amount
us Gross Amount \$ Total Withheld \$0.00 \$0.00 \$1,037.50 \$0.00 \$592.50 \$0.00 \$2.50 \$0.00 \$300.00 \$0.00 \$2.50 \$0.00 \$2.50 \$0.00 \$2.50 \$0.00 \$2.50 \$0.00 \$2.50 \$0.00 \$2.50 \$0.00 \$2.55 \$0.00 \$2.55 \$0.00 \$2.55 \$0.00 \$2.58 \$0.00 \$2.58 \$0.00	The Auburr	n Society (AUB	(i								
us Gross Amount Total Withheld \$1,037.50 \$0.00 \$1,037.50 \$0.00 \$1,037.50 \$0.00 \$252.50 \$0.00 \$300.00 \$0.00 \$362.50 \$0.00 \$529.12 \$0.00 \$529.12 \$0.00 \$123456780 C \$9,585.51 \$0.00 \$9,585.51 \$0.00 \$9,585.51 \$0.00 \$9,585.51 \$0.00	06/30/2008		d Boare					우			\$1,630.00
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us Gross Amount Total Withheld \$300.00 \$0.00 us Gross Amount Total Withheld us Gross Amount Total Withheld \$529.12 \$0.00 123456780 C 123456780 C \$9,585.51 \$0.00 us Gross Amount Total Withheld \$9,585.51 \$0.00 \$9,585.51 \$0.00	06/30/2008		ma Carpenter invdale Savings and I	Loan A/C 4509873-}	SS			Se			\$300.00
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us Gross Amount \$962.50 Total Withheld \$0.00 us Gross Amount \$529.12 \$0.00 123456780 C \$0.00 123456780 C \$0.00 123456780 C \$0.00 123456780 C \$0.00 489,585.51 \$0.00 \$9,585.51 \$0.00	06/30/2008		Manatee					9			\$962.50
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123456780 C 49,585.51 \$0.00 123456780 C 123456780 C \$9,585.51 \$0.00 \$9,585.51 \$0.00	<i>Gift Tupe</i> CGA	<i>Gift Date</i> 12/30/1995	<u>Association</u> Donon'Bene-A	Account #1	<u> </u>	<u>Сћеск#</u> 689	<i>lssued Date/Type</i> 06/30/2008 C	<u>Status</u> I	Gross Amount \$529.12	Total Withheld \$0.00	<u>Net Amount</u> \$529.12
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123456780 C <u>Ws</u> Gross Amount Total Withheld \$9,585.51 \$0.00	Gift Type CRU	<u>Gift Date</u> 01/15/2000	<u>Association</u> Donor/Bene-A	Account #1	<i>Gitt Key</i> 49	Check #	<i>Issued Date/Type</i> 06/30/2008 E	<u>Status</u> I	<u>Gross Amount</u> \$9,585.51	Total Withheld \$0.00	<u>Net Amount</u> \$9,585.51
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The Auburn Society (AUB) Total Gross Amount: Grand Totals: Grand Totals: Grand Totals: Grand Totals: Authorities to be included in the next prenote file and EFT entities with prenote dates 11 or fewer days prior to report date.	Gift Type CRU	<i>Gift Date</i> 01/15/2000	<u>Association</u> Donon'Bene-A	Account #1	Giff Key 49	Check #	<i>Issued Date/Type</i> 06/30/2008 E	<u>Status</u> 	<u>Gross Arnount</u> \$9,585.51	Total Withheld \$0.00	<u>Wet Amount</u> \$9,585.51
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Total Gross Amount: \$22,592.64 Total Withheld: \$0.00 Total Net Amount: \$22,592.64 * Indicates EFT entries to be included in the next prenote file and EFT entries with prenote dates 11 or fewer days prior to report date.	Grand Tot	tals:			Number of Payments:			٥			
* Indicates EFT entries to be included in the next prenote file and EFT entries with prenote dates 11 or fewer days prior to report date.					Total Gross Amount: Total Withheld: Total Net Amount:		\$22,592.6 \$0.00 \$22,592.6	404			
	* Indicates	EFT entries to	be included in the ne.	xt prenote file and E	FT entries with prenote (dates 11 or fe	wer days prior to repo	ort date.			

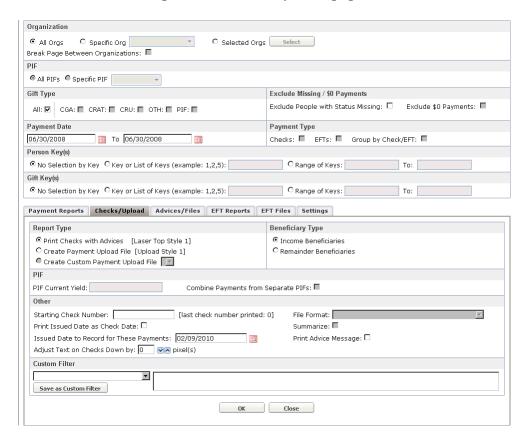
Payment Summary

2/9/2010

Once you have used the Payment Summary to confirm that all payment amounts are correct, you can use GiftWrap to produce the payments themselves. We won't actually print checks or create an electronic funds transfer file here, but we will show you how to do both.

Printing checks: GiftWrap can accommodate single sheet check stock for feeding through laser or inkjet printers. GiftWrap comes with a variety of laser check styles to satisfy the format requirements of most charities. If none meets your needs, we can make the necessary modifications to any of these check styles for you.

1) Click the Checks/Upload tab on the Payments page.



Note: Some clients use GiftWrap as their system of record for payments from planned gifts, but process all payments in another system. These clients can create a payment upload file in GiftWrap that is suitable for transferring payment information to their payment production system.

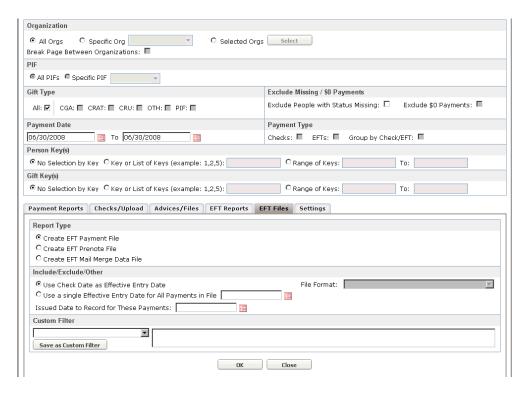
Review the questions asked in the Checks/Upload tab. Notice that you can print checks with advices for any period. This makes it easy to print them in batches or ahead of time. The date that appears on the check ordinarily is the Payment Date stored in the beneficiary's Payment Schedule for the gift. However, you can print the Issued Date as the check date instead just by clicking the *Print Issued Date as Check Date* check box. You can assign and store check numbers, if you wish, to aid record keeping and check reconciliation.

Most clients use a check format that includes an attached advice. You can also print just advices for beneficiaries paid by electronic funds transfer by clicking the Advices/Files tab.

To print the checks, you would load your check stock into your printer, then click [OK] to work through the usual series of printing windows.

Making payments by electronic funds transfer: For those beneficiaries who prefer to receive payments by electronic funds transfer (EFT), GiftWrap can make payment distributions by EFT rather than by check. GiftWrap determines the method of payment on a per beneficiary and per gift basis, making it easy for you to use the method each beneficiary prefers for each of his or her gifts.

1) Click the EFT Files tab.



GiftWrap creates prenote and payment files in the standard format that the Automated Clearinghouse (ACH) requires for making payments by EFT. To make a transfer, you create the EFT payment file in GiftWrap and send it to a member of the ACH network, such as your institution's bank. That ACH member then posts the file to the ACH network and the payments described in the file are made.

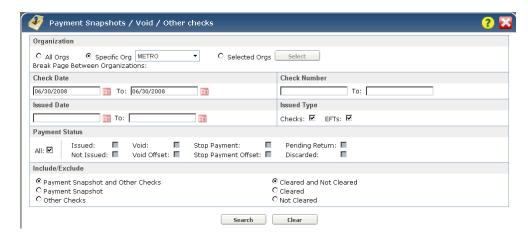
In order to make payments by EFT, you need to acquire some additional bank account information from each income recipient who wants to be paid by EFT. Many of our clients accomplish this by sending a mailing on EFT to all of their income recipients. Once you have gathered the necessary bank account information, you add it to each participating recipient's Payment Address. Then, you add similar information for your organization under Setup - Organization and you're done. Once all of this information is in place, making payments by EFT becomes simple.

2) Click [Close] to close the Payments page.

Payment Snapshots. Whenever you produce a run of checks or EFT payments, GiftWrap creates a permanent snapshot of the payments created in the run. Even if someone changes data that was used to create the payment run, such as a beneficiary's address, GiftWrap maintains for your review a permanent record of the payment run as it looked at the time it was created.

Let's quickly review the payments made by the Metro Hospital Foundation on 6/30/2008.

- 1) Choose Payments Payment Snapshots/Void in the Menubar.
- 2) Enter the information shown below, then click Search. Note that we've picked *METRO* as the specific organization rather than the usual *AUB*.



All the payments you have selected will appear in the search grid:



To drill down for complete detail on any of the listed payments, just click the Check Date for the payment you are interested in. Drag the scroll bar on the far right of the grid to view more payments.

3) Click to close the Payment Snapshots page.

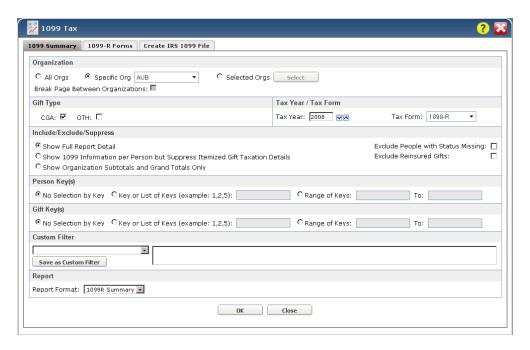
Reporting tax information and printing 1099-Rs

For institutions that offer gift annuities, one of GiftWrap's most valuable features is its ability to print 1099-R tax forms. If your charity accepts gift annuities, it must send 1099-R information each year to each annuitant and to the IRS. The 1099-R reports the total amount of payments received by the annuitant and how much was taxable, capital gain, and tax-free income.

Producing a 1099 Summary: Before printing the 1099-Rs themselves at the end of the year, we recommend that you produce a 1099 Summary first. This report lists the information that will be printed on the 1099-Rs, giving you a straightforward way to check all your gift annuity tax information for errors before you print your tax forms. GiftWrap does do its own error-checking to make sure that each annuitant's total payments for the year matches his or her total on the 1099-R, but it cannot catch name misspellings, address mistakes, and other similar errors. Note that Social Security Numbers are not masked on this report so that they can be checked for errors, too.

1) Choose 1099 Tax - 1099 Summary in the Menubar.

Enter your search criteria as shown below. The values that you need to enter are: Organization and Tax Year.



- 2) When done entering the information above, click [OK] to view the report.
- 3) Print the report, if you wish, then return to the Report Preview page.
- 4) Click to close the Report Preview page, but do not close the 1099 Tax page yet!

The first page of the 1099 Summary report is reproduced on the next page.

1099-R Summary for Tax Year 2008

Name/SS Num	Address		Address Type	Type Person Code	Person Key
The Auburn Society (AUB)					
Boare, Bernard 434-44-3333	10 Coolidge Corner Boston, MA 02114	ner 14	Home		c
Gift Type Account #1	Gift Key Box 1 Gross Dist	oss Dist Box 2a Taxable Amt	4mt Box 3 Capital Gain	Box 4 Fed Withheld	Box 5 (Non-Taxable)
CGA	8 \$2,	\$2,370.00 \$1,722.64	2.64 \$440.47	\$0.00	\$647.36
CGA	37 84,	\$4,150.00 \$3,447.82	7.82 \$1,638.42	\$0.00	\$702.18
	Tota/ \$6,	\$6,520.00 \$5,170.46	0.46 \$2,078.89	\$0.00	\$1,349.54
Carpenter, Charisma	65 Salem Street	28000	Home	C132	15
Giff Type	Gift Koy Boy 1 Gross Dist	ace Diet - Boy 3s Tayable Amt	Amt Gove a Captage Gain	Box A Food Mithholid	Bov 5 (Non-Tavabla)
3		DCV 24 / 474	DON'S CADIG	0000 MANUARIO	DOY O MOUNT BYBDIE!
CGA	39 \$€ Tota/ \$ €	\$600.00 \$37	\$372.00 \$0.00 \$372.00	00.0\$	\$228.00 \$22 8.00
Cleaver, June 335-25-1121	2530 Hillside Avenue Springfield: MA 04265	enue 04265	Home		44
Gift Type Account #1	Gift Key Box 1 Gross Dist	oss Dist Box 2a Taxable Amt	4mt Box 3 Capital Gain	Box 4 Fed Withheld	Box 5 (Non-Taxable)
CGA	37			\$0.00	\$525.61
	/ Ota/ \$1,	\$1,155.00 \$62	\$322.16	\$0.00	\$525.61
Manatee, Martin 556-09-8333	4 Waverunner Way Frog Island, NJ 38801	Vay 38801	Home		12
Giff Type Account #1	Box 1	Box 2a Ta>	Box 3 Capita	Box 4 Fed Withheld	Box 5 (Non-Taxable)
CGA	52 \$3, 70ta/ \$3,	\$3,850.00 \$1,624.70 \$3,850.00 \$1,624.70	4.70 \$0.00 4.70 \$0.00	00.0\$	\$2,225.3U \$2,225.30
Mouse, Sissy 123-22-3123	Angstrom Pinto Estates 838 Appaloosa Avenue Pecos, NM 87552	Estates Avenue 52	Ноте		26
Gift Type Account #1	Box 1	Dist Box 2a Tax	Box 3 Cag	Box 4 Fed Withheld	Box 5 (Non-Taxable)
CGA	25 \$2; Total \$2 ;	\$2,116.47 \$1,856.74 \$2,116.47 \$1,856.74	6.74 \$445.05 6.74 \$445.05	00:0\$	\$259.73 \$259.73
The Auburn Society 123 Mt. Auburn St. Suite 1000		Number of People: Total Box 1:			
Cambridge, MA 02138		Total Box 2a: Total Box 3:	\$9,653.29 \$7,846.10		
Phone: 617-221-3444 Tax ID: 04-0909090		Total Box 4: Total Box 5:	\$4,588.18		
Transmitter Control Code (TCC): 12345 Contact Name: Laura Berman					
2/9/2010		1099-R Summary			-

Printing 1099-Rs: Printing 1099-Rs in GiftWrap is simple. First, you load your printer with laser 1099-R stock. We can help you order this stock, if necessary. Then, you run GiftWrap's 1099-R printing routine.

1) Click the 1099-R Forms tab.

Since you probably don't have 1099-R stock handy, we won't produce a 1099-R here. To print the 1099-Rs, you would fill in the information in the 1099-R Forms tab, click [OK], then print the report in the usual way. That's all there is to it!

We certify GiftWrap to format 1099-Rs accurately for a specific year. If you try printing 1099-Rs for any other year, you will see a warning that GiftWrap may not produce 1099-Rs correctly for the year you have chosen.

In addition to printing 1099-Rs for your annuitants, GiftWrap can also create a file for reporting 1099 information to the IRS electronically. The IRS requires your institution to report 1099 information this way if your institution needs to issue 250 or more 1099s. Electronic reporting is optional for institutions that issue fewer than 250 1099s.

- 1) Click the Create IRS 1099 File tab to see the questions you must answer in order to produce the 1099 file.
- 2) When done reviewing the Create IRS 1099 File tab, click [Close] to close the 1099 Tax page.

Pooled Fund Administration module

GiftWrap's optional Pooled Fund Administration module helps you perform all of the essential tasks necessary to administer a pooled income fund, such as unitizing new gifts, distributing participant income, and producing Schedule K-1 tax forms for each participant and the IRS.

1) Click the PIF menu in the Menu Bar.



The Pooled Fund Administration module consists of all functions in this menu except for *Compute PIF Market Values*, which is available to all GiftWrap users.

The *PIF Payment Summary* under Payments - Payment Summary Reports is also part of the this module.

You are welcome to try out any of these functions after you have completed your tour. If you are interested in learning more about the Pooled Fund Administration module, please contact our Sales Department at 888-497-4970 and ask for our Pooled Fund Administration Module Introductory Guide.

Custom Reports

GiftWrap offers a wide range of standard reports that fulfill all the reporting needs of most users. If GiftWrap doesn't already provide you with the exact report you need, however, we can help you create your own custom reports. Once we create the custom report for you, we install it for use by your organization. Once installed, producing your custom report is simple: you just choose your custom report from the Report Format menu found toward the bottom of the appropriate report page.

For example, imagine that PG Calc creates a custom version of the Gift Summary for you (we created a standard Gift Summary on pages 24-25). To produce your new custom report, you would open the Gift Summary page, enter all the criteria for your report, and then choose your custom report from the Report Format menu toward the bottom of the page. That's it!

Please contact Dyke Tilt at 888-474-2252 if you would like to discuss the details and cost of creating custom reports for use in GiftWrap.

Features for Large Organizations and Service Providers

GiftWrap includes a number of features that are of particular value to service providers and large non-profits that need to administer gifts for multiple entities or that assign GiftWrap work to more than one person. These features allow you to organize GiftWrap data in the way that best meets your needs, streamline the ongoing maintenance and reporting of this data, and manage workflow among the staff members who have GiftWrap responsibilities.

Providing remote access to clients or staff

As web-based software, it is easy to run GiftWrap from anywhere there is an Internet connection. GiftWrap's security features allow you to control the kind of access each user has to GiftWrap data and features. This combination of Internet access and robust security features makes it easy for service providers to offer clients the option to view their data or produce reports remotely, while at the same time restricting their ability to change data. This sort of restricted remote access is also be appealing to non-profit managers and executives who want information on their organization's planned gifts at their fingertips.

Setting up multiple Charities and Organizations

Most GiftWrap clients need to administer gifts just for themselves. Service providers and umbrella organizations, however, have more complex needs. GiftWrap can readily accommodate your need to maintain and report on data for separate entities. It can do this on two levels.

First, your GiftWrap administrator can create as many Charities as you wish within your GiftWrap account by choosing Setup - Administrator-Charity Setup. Every person record you create is then linked to one of these Charities. Second, you can create any number of Organizations under each Charity by choosing Setup - Organization. Every gift record you create is then linked to one of these Organizations.

The Charity structure allows you to maintain and report on data separately for any number of entities. To the extent that any of these entities have divisions, such as individual schools within a university, you can use the Organization structure to achieve separate reporting for these divisions.

Features that streamline working with multiple organizations

GiftWrap includes a number of features to make maintaining information on multiple organizations more efficient.

- 1) Choose Setup Organization Groups for Reporting to define groups of organizations that you will then be able to select with a single click when producing certain reports. This feature is especially handy for relationship managers who are responsible for providing reports to a specific subset of a service provider's universe of clients.
- 2) Choose Utilities Duplicate Validation Report to scan all your data and identify person records that appear to be duplicates. Duplicate records may be mistakes or they may benefit from being linked together (see (3) below).
- 3) You can create copy an existing Person record when adding the same person to a another Charity account. This way, if the person changes home addresses, for example, GiftWrap can propagate a change to the home address in one of the person's records to the person's records under all other Charities within your overall Client account.
- 4) Choose Utilities Move/Combine Organization to move an organization and all of its gifts from one Charity account to another or to transfer all of an organization's gifts to another organization within the same Charity account. This feature may not be needed often, but when a non-profit reorganizes its structure or merges with another organization, it turns an otherwise major project into a few minutes' work.

Features that streamline workflow

GiftWrap offers an optional Workflow module that simplifies the management of tasks that one or more staff need to perform within GiftWrap. All of these workflow features are found in the Tasks menu of the Menubar.

- 1) Choose Tasks Dashboard to get a quick sense of how many of each type of task are awaiting completion and whether they are overdue, plus a list of reminders. You can drill down on any individual task to review all the details.
- 2) Choose Tasks View Tasks to review specific assigned tasks or to add a new one and assign it to specific staff for completion and approval.
- 3) Choose Tasks Task Report to produce a report of pending and/or approved tasks assigned to your selection of assignees, an efficient way for managers to stay on top of everyone's assigned tasks.
- 4) Choose Tasks Definition to create one or more pre-defined tasks that come up regularly, such as address changes or adding new gifts. Once defined, assigning these tasks over and over becomes simple.
- 5) Choose Tasks View Change Requests to review data change requests that have been submitted by GiftWrap users who are not responsible for making the changes themselves. For example, service providers can empower their clients to submit change requests directly into GiftWrap remember, GiftWrap is web-based so giving clients remote access to do this is easy and then use its workflow features to manage the assignment and completion of those requests. Likewise, a charity with staff spread across a region or the country can set them up to submit change requests to GiftWrap, enabling staff in a single location to process these requests efficiently.

Adding People and Gifts

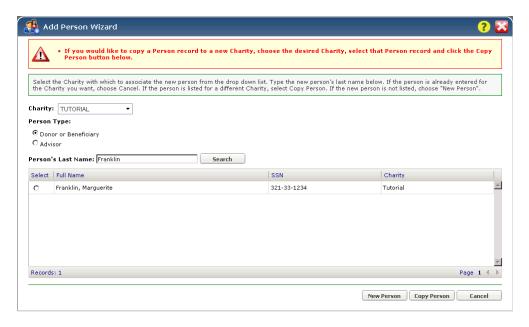
As mentioned in the brief GiftWrap overview at the beginning of your tour, GiftWrap stores person information and gift information separately. If a person makes a planned gift to your charity, first you create a person record for each donor and beneficiary who is associated with the gift. Next, you create a record for the gift and then link the gift to each person with the proper association. GiftWrap makes this seemingly complicated process easy by providing an Add Person Wizard and an Add Gift Wizard that walk you through the procedure.

Adding a new person using the Add Person Wizard

The Add Person Wizard guides you through adding donors, beneficiaries, and prospects to your database. You are free to move back and forth among the Add Person Wizard pages using [Back] and [Next]. You can cancel the operation at any time by clicking [Cancel].

Let's add Benjamin Franklin to the database.

- 1) Choose Actions Add Person/Advisor in the Menubar.
- 2) Choose *Tutorial* as the Charity, then type *Franklin* in the Person's Last Name field and click [Search].



Franklin, Benjamin doesn't appear in the list, so you know his record is not already stored in GiftWrap.

3) Click [New Person] at the bottom of the window.

4) Enter the information shown below:



- 5) Click [Next].
- 6) Enter the information shown below.



- 7) Click [Next], then click [Next] again to move past the Misc Information window.
- 8) Read the helpful tips in the Confirmation window, then Click [Finish].

Benjamin Franklin's new Person Information page will now open with the information you have just entered filled in. If you wish, you may enter additional information in any of the tabs. For example, you might want to enter payment address for Mr. Franklin in the Other Addresses tab.

Now that you have created a person record for Mr. Franklin, let's add his gift.

Adding a new gift using the Add Gift Wizard

Once your database contains person records on all the donors and income beneficiaries associated with a gift, you are ready to add the new gift. The Add Gift Wizard guides you through this process. As in the Add Person Wizard, you are free to move back and forth among the Add Gift Wizard pages using [Back] and [Next]. You can cancel the operation at any time by clicking [Cancel].

Let's assume that Mr. Franklin is the donor and sole income beneficiary of an 7.9% charitable gift annuity funded with 1,000 shares of Franklin Stove Co. stock worth \$100,000.

1) Click Add Gift at the top of Mr. Franklin's Person Information page to launch the Add Gift Wizard.



Importing gift information from a Planned Giving Manager file. You can use version 6.3 or higher of PG Calc's planned gift marketing software, Planned Giving Manager, Mini Manager, or Gift Annuity Manager, to create a file of gift information that can then be imported into GiftWrap by clicking [Yes] in the window above.

The ability to import gift information in this way will save you time and reduce data entry errors whenever you enter a new gift. This is especially true for gift annuities, where GiftWrap can import not only basic information, such as gift type and payout rate, but also the payment amounts and annuity taxation information that will apply for the duration of the annuity.

If you have Planned Giving Manager, Mini Manager, or Gift Annuity Manager on your computer, follow the instructions in the box on the next page to create a gift information file for Mr. Franklin and import it into GiftWrap. Otherwise, go directly to step 2 at the bottom of the next page.

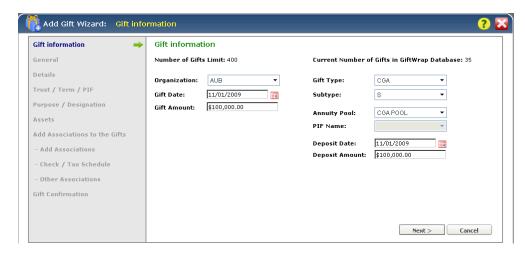
Note: If you do not have Planned Giving Manager 6.3 or higher, you can download a gift information file for use with this section of the Tutorial. A link to this file was included in the email from giftwrap@pgcalc.com that contains your user name and password. If you can't locate this email, contact Joe Sabella at 888-497-4970 for assistance.

Steps to create a GiftWrap gift information file in PGM/Mini/GAM:

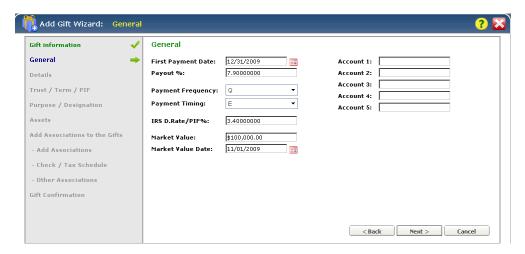
- a) Run PGM/Mini/GAM.
- b) Choose Program 1, Basic Gift Illustrations.
- c) Open the Gift Date IRS Discount Rate window and enter 11/1/2009 as the date of gift. Leave the IRS discount rate at 3.4%. Close the window.
- d) Open the Lives and/or Fixed Term window and enter 12/12/1925 as the birth date of Life #1. Close the window.
- e) Open the Principal Value Cost Basis window. Choose *Long term gain property* as the Property Type, then enter 100,000 as the property transferred amount and 20,000 as the cost basis.
- f) Open the Gift Options window. Choose a Charitable Gift Annuity as your only gift option. If necessary, enter 7.9% as the Annuity Rate. The remaining default answers should already be correct: quarterly payments at the end of each period, and the annuitant is also the donor. Click Close to return to the Gift Options window, then click Done to return to the Main Screen.
- g) Open the File menu and choose Save GiftWrap Gift Information File.
- h) Choose the folder where PGM is stored (most likely C:\PGM), enter franklin as the file name, then click [Save].
- i) Return to running GiftWrap.

Steps to import information from the GiftWrap gift information file:

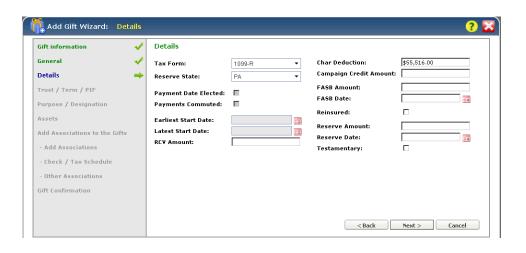
- a) If you haven't already done so, click Franklin's Person Information page to launch the Add Gift Wizard.
- b) Click [Yes] to load gift information from a PGM/Mini/GAM file.
- c) Click [Browse] and find the folder where you saved your file in step 7 above. Click franklin.gftx in the list that now appears, then click [Open].
- d) The name of the file will appear in the field next to [Browse]. Click [OK].
- e) Go to step 3 below. Notice that most fields have been filled in for you because you imported gift information for Mr. Franklin from a file.
- 2) You have not created a gift information file for Mr. Franklin, so click [No].
- 3) Enter the information shown below (you can enter 7.9 in the Payout % field, GiftWrap will supply all the 0s):



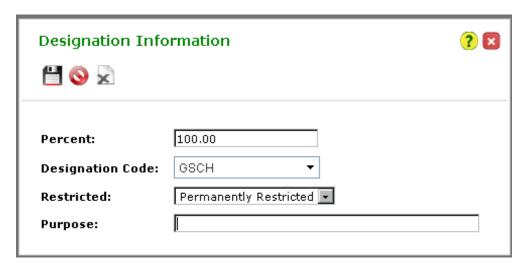
- 4) Click [Next].
- 5) Enter the information shown below:



- 6) Click [Next].
- 7) Enter the information shown below:



- 8) Click [Next], then click [Next] again to move past the Trust/Term/PIF window.
- 9) With the Purpose/Designation window now open, click to open the Asset Information page. This information is optional.
- 10) Enter the information shown below.



- 11) Click to save your entry, then click to close the page.
- 12) Notice that the designation information you just entered now appears in the Designations grid. Click [Next].

Although you assigned only one designation to Mr. Franklin's gift, you can assign as many designations as you wish. For example, if Mr. Franklin wanted half of his gift to go to the General Scholarship Fund and half to the General Endowment, you could assign two designations to his gift, each for 50%. You can use this designation information when selecting the information to appear in certain reports. You can even use it to generate distribution checks to the separate designated beneficiaries when a gift terminates.

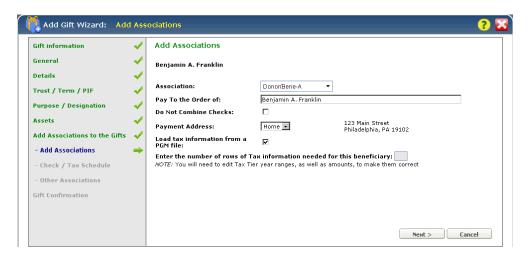
You can set up as many Designation Codes as you want under Setup > Designation.

13) Click [Next] again to move past the Assets window.

The Add Gift Wizard will now guide you through linking Mr. Franklin to his gift.

1) Choose *Donor/Bene-A* as Mr. Franklin's Association to his gift.

This means that he is both the donor and an active income beneficiary of the gift annuity. The remaining information in the window fills in correctly for you as soon as you choose Mr. Franklin's Association. The window should now be filled in as shown below.



- 1) If you have imported gift information from a PGM file, click [Next] and go to the top of the next page. Otherwise, go to step (2).
- 2) Click the Load tax information from a PGM file check box to unmark it.
- 3) Enter 4 as the number of rows of Tax Information needed, then click [Next].
- 4) Enter the payment and tax information shown at the top of the next page.

You will see that entering complete gift information for a gift annuitant is a lot of work when you enter it manually. We encourage our Planned Giving Manager, Mini Manager, and Gift Annuity Manager clients to import all of this information from a file created in one of those programs. Doing so saves them substantial time and reduces errors.



If you have imported gift information from a PGM file, skip to "1) Click [Next]" at the bottom of the page. Otherwise, to enter the missing payment amount:

- 1) Click the 12/31/2009 payment line in the Payment Schedule grid.
- 2) Enter 1309.51 in the Gross Amount field (GiftWrap will add formatting for you), then click to save your change and to close the window.

Now, enter the tax information. The process for entering tax information is similar to the one for entering payment information.

- 1) Click the Tax Years values in the first line in the Tax Schedule grid.
- 2) Enter the Year, Capital Gain, Tax-Free, and Ordinary amounts so that they match those shown above in the first tax line, then click to save your change and to close the window.
- 3) If you wish, you can repeat step 2 until you have edited all of the tax lines. You must at very least enter the first tax row.

Now that you have edited both payment and tax information, you can proceed with the Add Gift Wizard.

- 1) Click [Next].
- 2) Since Mr. Franklin is the only person associated with this gift, the entry in the Associations window is already correct. Click [Next] again.
- 3) Click [Finish].

You should now see Benjamin Franklin's Person Information page.

4) Click the Gifts/Payments tab.

The gift that you just added is displayed in this tab along with the payments it will be making during 2009, the year in which it was funded. Whenever you run Actions - Year End Update to move The Auburn Society into 2010, Year End Update will create four payments for Mr. Franklin's gift in 2010, all for the regular payment amount of \$1,975.00.

With the help of the Add Gift Wizard, you have now entered complete information on Mr. Franklin's gift annuity and associated Mr. Franklin with the gift annuity as its donor and active beneficiary.

Because GiftWrap previously stored neither a person record for Mr. Franklin nor a gift record for his gift annuity, you ran two wizards to add his gift to your database. If Mr. Franklin were to make another gift in the future, you would need to run only the Add Gift Wizard.

Note: Marking the Gift Incomplete check box on the General tab makes it easy to track gift records to which you plan to add information later. If you use GiftWrap's optional Workflow module, clicking this check box creates a task that can then be managed through to completion using features in the Tasks menu.

Adding or linking a spouse

You can link any two people together as spouses. Each spouse has a complete person record and can be linked to gifts independently. This structure gives you enormous flexibility when making payments to spouses.

Let's find Mr. Franklin a wife, Marguerite.

1) Click in the middle of Benjamin Franklin's Person Information page (above the Home Address tab).

This action opens the Add Spouse Wizard. As in the other wizards you've seen, you are free to move back and forth among the Add Spouse Wizard pages by clicking [Back] and [Next]. You can cancel the Add Spouse Wizard at any time by clicking [Cancel].

2) Type fr in the Spouse's Last Name field, then click [Search].

Fr is specific enough that only Marguerite Franklin's name appears as a match in the list below the Spouse's Last Name field. Its presence tells you that her person record already exists in GiftWrap.

3) Click O next to Franklin, Marguerite, then click [Link Person].

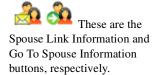
If you had not seen Marguerite Franklin's name appear in the list, you would have needed to click [New Person]. The Add Spouse Wizard would then have guided you through adding a person record for Mrs. Franklin before linking her to Mr. Franklin as his spouse.

4) Enter the information shown below:



You have asked that mailings be sent to the Franklins jointly. This way, only one envelope or address label will be printed for the two of them when you use GiftWrap to produce them. If the Franklins preferred, however, it would be easy for you to send all mailings to them separately: simply click the Send Mailings Jointly box to remove the check mark.

- 5) Click [Next].
- 6) Click [Finish].



You have now linked Benjamin Franklin and Marguerite Franklin together as spouses. Notice that Marguerite's name now appears in the middle of Ben's Person Information page. Click the Spouse Link Information or Go To Spouse Information buttons to the left of Marguerite's name, if you wish, to review the spouse link information or move to Marguerite's Person Information page.

Entering real data for use after purchase

The purpose of the Tutorial data is to let you try out all of GiftWrap's functions using practice data. If you would like to enter real gift and beneficiary data that you plan to work with after you purchase the software, you are welcome to do so. For that purpose, you should add person records to the Eval_<your name> and then add gifts to those person records only. When you purchase GiftWrap, we will be able to transfer whatever data you have added under the Eval_<your name> Charity to your working data.

When you run the Add Person Wizard, be sure that Eval_<your name> is selected as the Charity, as shown below:



To Exit GiftWrap

If you wish to exit GiftWrap at any time, follow these steps:

1) Click Logout in the upper right hand corner of the GiftWrap page (above the Menu Bar).

You will return to the GiftWrap Login page.

2) To exit GiftWrap entirely, close the Browser tab in which the GiftWrap Login page is displayed or close your Browser altogether.

Some final thoughts

Congratulations! You have completed your tour through GiftWrap. You now have the skills to run any part of GiftWrap yourself.

We have exposed you to many of GiftWrap's features, but certainly not all of them. To get a sense of all the functions that are available, open each menu in GiftWrap's Menu Bar and review the items listed in each one. If you want to learn more about a specific function before trying it, look it up in GiftWrap's Online Help. You might also find browsing through the Online Help Contents a good way to learn about all of GiftWrap's capabilities. Visit www.pgcalc.com/training to learn the latest on GiftWrap training opportunities offered by PG Calc.

Sales department: 888-497-4970 or info@pgcalc.com

If you are considering a GiftWrap purchase, please call us anytime with questions, to request a client reference list, or to schedule a telephone orientation session.

Client Support department: 888-474-2252 or support@pgcalc.com

If you are a current GiftWrap client, contact our Client Support department anytime with your questions. If you are a new GiftWrap client, we invite you to schedule a free one-hour telephone orientation to reinforce the concepts you have learned during your tour of GiftWrap and answer any questions you may have.

We hope you enjoyed your tour of GiftWrap!