

University Regulation Concerning the Treatment of Cash Donations

(Regulation No. 5 , FY2008)

Article One

(Objective)

1.1 This regulation provides for necessary matters concerning the treatment of donations in cash, other than grant donations provided for in Article 2 of the “University Regulation on the Treatment of Grant Donations to the University of Aizu,” and in Article 2 of the “Junior College Division Regulation on the Treatment of Grant Donations to the Junior College Division” (hereinafter referred to as “CASH DONATIONS”), to financially support business operations of the Public University Corporation, The University of Aizu.

Article Two

(Restrictions for Acceptance of CASH DONATIONS)

2.1 CASH DONATIONS which fall under any of the following cases cannot be accepted.

(1) CASH DONATIONS for which acceptance will accompany significant financial burdens

(2) Offers of CASH DONATIONS including a condition that assets bought with the said CASH DONATIONS should be transferred to the donator free of charge

(3) Offers of CASH DONATIONS including a condition that a part of or the whole CASH DONATION can be cancelled at the will of the donator, after the donation has been made to the University

(4) Offers of CASH DONATIONS including a condition that the donator may ask for disclosure of results of use of respective CASH DONATIONS

(5) Other cases that the Chairperson of the Board of Executives recognizes as having serious adverse effects.

Article Three

(Offers of CASH DONATIONS)

3.1 Individuals offering CASH DONATIONS should submit the predetermined form, “Form for Offering of a Cash Donation (Form No. 1),” to the Chairperson of the Board of Executives by way of the Director General of the Administrative Office.

3.2 The Director General of the Administrative Office, upon receipt of an offer of a CASH DONATION, shall conduct an examination and report results of the examination to the Chairperson of the Board of Executives.

Article Four

(Approval for Acceptance of CASH DONATIONS)

4.1 The Chairperson of the Board of Executives shall make decisions regarding acceptance of CASH DONATIONS.

Article Five

(Notification of Acceptance or Non-acceptance of CASH DONATIONS)

5.1 The Chairperson of the Board of Executives, in situations in which s/he has approved the acceptance of a CASH DONATION, shall notify the result to the respective donor along with the predetermined form, "Cash Donation Acceptance Form (Form 2)." However, this will not apply when the Chairperson shall determine separately.

5.2 The Chairperson of the Board of Executives, in situations in which s/he has decided on non-acceptance of a CASH DONATION, shall notify the result in writing to the respective donor.

Article Six
(Sending of Receipts)

6.1 When a CASH DONATION is accepted by the University according to the provision in Paragraph 5.1 above, acknowledgement of receipt of the said CASH DONATION shall be sent to the donator along with the predetermined form, "Receipt of the CASH DONATION (Form No.3)."

Article Seven
(Specified Usage)

7.1 In cases where usage of a CASH DONATION has been specified, the specified usage must be observed.

7.2 Notwithstanding the preceding provision, in situations in which the Chairperson of the Board of Executives judges that the purpose of the CASH DONATION has been achieved, the remaining portion of the CASH DONATION may be used for other purposes.

Article Eight
(Supplemental Provisions)

8.1 Other than those provided for by this regulation, necessary matters concerning the treatment, etc. of CASH DONATIONS shall be determined separately by the Chairperson of the Board of Executives.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of February 18, 2009.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of August 3, 2010.

Form No. 1 (Related to Article 3)

Form for Offering of a Cash Donation

Date: _____

To The Chairperson of the Board of Executives,
The Public University Corporation, The University of Aizu

Applicant: _____

I herewith offer a cash donation according to the “University Regulation Concerning the Treatment of Cash Donations.”

1. Amount of donation: ¥ _____

2. Purposes and conditions of the donation:

3. Usage of the CASH DONATION:

4. Name, address and phone number of the donor:

5. Other information:

Form No.2 (Related to Article 5)

Cash Donation Acceptance Form

Date: _____

To _____

From The Chairperson of the Board of Executives,
The Public University Corporation, The University of Aizu

This is to notify that the offering of the donation dated _____
has been accepted by the University.

Please carry out procedures, according to the information noted below.

Details of the donation	CASH DONATION OF ¥
Standard date for completion of the procedure	Date: * It would be appreciated if you could complete the procedure by this date.
Bank information	Bank Name: Toho Bank Aizu Branch Saving Type: Ordinary Savings Bank Account: Account Holder: Koritsu Daigaku Houjin Aizu Daigaku
Other notes	

Form 3 (Related to Article 6)

Receipt of the CASH DONATION

Date:

To _____

From The Chairperson of the Board of Executives,
The Public University Corporation, The University of Aizu

This is to acknowledge receipt of the CASH DONATION described below.

Please note that Paragraph 78.2, Item 3 of the Income Tax Law and Paragraph 37.4 of the Corporate Tax Law shall apply to this amount.

CASH DONATION: ¥ _____

Remarks:

- 1 This CASH DONATION falls under the category of “specified donation,” which is subject to tax deduction for donations provided for in the Income Tax Law. And in the Corporate Tax Law, the said CASH DONATION is classified as a CASH DONATION to a specified corporation expected to contribute to advancement of public good.
- 2 Please keep this receipt for the above-mentioned transactions, as the receipt is necessary for your final income tax return.