

Dundas Street Centre United Church Policy Manual

Section: C. Finance

Title: **Gifts**

Policy #: C-02

Approved/Amended: Feb. 8, 2014; Oct. 14, 2017

Referral Committee: Stewardship

INTRODUCTION

Dundas St. Centre United Church is grateful for all gifts received including money and gifts in kind. Such gifts, however, will be received in accordance with this policy.

1. If a gift is given with conditions attached, DSCUC reserves the right to not accept such a gift. The Unified Board will make a determination in this regard whenever a gift has conditions.
2. If a project is approved by the Board with a designated fundraising goal (or an unspecified goal to cover the total cost of the project), should the goal not be met within a reasonable time, the Unified Board of DSCUC reserves the right to proceed with the project and cover the shortfall from reserves, or cancel the project and direct the funds raised to another purpose.
3. Should funds be raised for a project which exceeds the cost or goal, the Board may reallocate this excess to any other fund.
4. There are three processes to permit gifts in kind and these are described below. A gift in kind of 'services' cannot be recognized for income tax purposes.

4.1 Purchased Item(s)

This occurs when someone buys one or more items and rather than submit the receipt to be reimbursed by the church, merely requests that these items constitute a donation for tax credit. In this case the receipts must be turned in to the office with a clear indication of what the purchase was (for accounting purposes) together with the donor's name so it can be credited as a gift in kind. This happens quite frequently when members make a purchase of supplies for example.

4.2 Gift of a Used Item.

This occurs when someone gives a tangible asset to the church which was not purchased specifically for this purpose. The item is therefore not new. The donor must advise the Stewards that they have made the gift and provide any information they can as to its current or possibly original value and its age and working condition. Stewards will then make an assessment of the present value of the item seeking a professional appraisal if deemed necessary and advise the donor as well as the secretary of the assessed value so that it can be credited to the donor for a tax receipt. If the item is sold at a church fundraising activity, the selling price will be used as the value.

4.3 Gift of Equities

This involves a gift of shares, bonds or other financial assets. The donor should advise the church office, Treasurer or Chair of Stewards of the specifics of the gift and date of transfer. The transfer should occur to the church investment account at RBC. The value of the gift for tax purposes will be provided on request by RBC as the closing value of the asset on the date it was received and a receipt for this amount identifying it as a gift in kind will be issued.