

To: Glen Abbey Board

From: Rob Stapleford

Copy: Peter Hobbes

Date: May 17, 2019

RE: Donations in Kind of Property

This message follows up on the discussion at the March Board regarding a policy to deal with donations in kind with particular attention for those where a tax receipt is requested.

Peter and I considered the discussion in March and developed the following policy/protocol which we believe reflects the Board input. We and the church will be guided by the following policy subject to any further input from the Board.

1. Any substantive donation items received must be approved by the Committee responsible with input from at least two of Pat/Ted, the Church Management Team Leader, Treasurer or the Board. The committee should advise the donor of the valuation process contained in 2) below. If there is no agreement to accept a donation, the item should be promptly returned to the donor.

As a guideline, the Church is not actively seeking general donations and is more likely to be receptive to receive donations where there is a definable need.

2. Any valuation of a donation for tax purposes will be determined by the finance team which will apply its judgement and the following guidelines.

- a) The charitable status of the church is essential. Any values must be clearly on side with the policies of the Canada Revenue Agency.
- b) The finance team cannot be expected to spend excessive time seeking input on appropriate valuations. If a value is difficult to determine, the item is not likely a good acquisition for the church.

- c) If the item/service has broad demand, a valuation will reflect the value of similar items as determined from recent information or transactions.
- d) If the item/service has limited demand, the church finance team will determine a fair value in accordance with guidelines a) and b).
- e) If the item/service is accepted for sale at an upcoming fundraising event, the valuation will be the actual sale price of the service/item.
- f) The donor will be advised of the valuation process in advance of accepting any donation. The decision of the finance team on any valuation is final and not subject to appeal.

APPROVED