

GIFT ACCEPTANCE AND VALUATION POLICY

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I. INTRODUCTION

This Gift Acceptance and Valuation Policy (GAVP) provides guidance to Meeting House employees regarding the planning, promoting, receipting, accepting, and disposing of charitable gifts.

All gifts accepted by The Meeting House shall comply with charitable giving procedures in compliance with all provincial and federal laws and regulations.

This GAVP will be reviewed by the Stewardship Manager and the Finance Manager on an annual basis, or as circumstances may require. Revisions or recommendations to the policy are to be approved by the Leadership Team.

Key Terms and Definitions:

The "Leadership Team" is comprised of Senior Pastor(s).

A "donor" is any individual, partnership, corporation, foundation or other legal entity that makes a charitable gift to The Meeting House

A "gift" is a voluntary transfer of property without consideration.

An "inter vivos gift" is a gift made from one or more persons, without any prospect of immediate death, to one or more others.

The "Fair Market Value (FMV)" is generally considered the highest price, expressed in a dollar amount, that the property would bring in an open and unrestricted market between a willing buyer and a willing seller who are knowledgeable, informed, prudent, and are acting independently of each other.

A gift that is “unusual” is generally a non-cash gift, other than publicly-traded securities.

“Unreasonable” is generally considered beyond the normal scope of using good judgement.

II. CATEGORIES OF GIVING

Outright gifts generally include:

- cash and cheques and electronic transfers
- publicly-traded securities
- real estate
- personal property

Deferred gifts generally include:

- bequests
- pooled income funds
- endowment funds
- life insurance policies

(Refer to Section IV, Gift Acceptance Guidelines, for a detailed list of outright and deferred gifts.)

The gift stewardship programs at The Meeting House generally consist of these categories:

1. Non-donor-restricted gift support
2. Donor-restricted gift support for special projects
3. Donor-restricted gift support for long-term purposes, which hold specific restrictions as to the application and use of the gift’s principal and its income (e.g., 10 year gifts)
4. Donor-advised gift support, which hold specific advice to the application and use of the gift’s principal and its income

III. SPECIAL POLICY NOTATIONS

Acceptance and Distribution of Gifts	The Leadership Team shall delegate to designated employees of The Meeting House the ability to accept gifts on behalf of the church. The Leadership Team shall have the sole and absolute discretion on gifts received which hold unclear, impossible, inadvisable, or impractical instructions for distribution. The Leadership Team shall also have the ability to recover costs for gifts that require additional administrative and/or other professional advice.
Compatibility	All gifts must align with the charitable purposes and objects of The Meeting House
Prior Approval	All gifts that are unusual in nature should be referred to the Leadership Team for prior approval. The Meeting House reserves the right to seek the advice of a lawyer and/or other appropriate professional counsel prior to making any final acceptance decisions.
Fundraising Appeals	The Leadership Team will establish and approve any appeal for the solicitation of gifts.
Internal Records	All documentation regarding donors must be maintained and controlled by the Donor Administration Team (define? We don't have that team?) under the management of the Finance Manager. All donor information is confidential and unavailable to the public unless prior written consent of the donor is obtained or otherwise required to be disclosed by law.
Fees or Commissions	The Meeting House will not pay fees to any person for directing a gift (i.e. incentive based fundraising). The Meeting House holds to a comprehensive policy on ethical fundraising and financial accountability.
Professional or Appraisal Fees	If professional or appraisal fees are necessary, The Meeting House shall use best efforts to estimate the reasonableness of fees prior to payment and will ensure disclosure of same to donor. Appraisals, where necessary, will be completed by individuals who are competent and qualified to appraise property and who have no conflict of interest. The cost of an appraisal will be deducted from the value of the donation.
Gift Acknowledgement	Donors who give more than \$20, by cash, cheque, electronic transfer, or publicly traded securities, more than \$200 by other non-cash gift, in a calendar year will receive an acknowledgment letter which will include an official tax receipt, if applicable. All official tax receipts for gifts will comply with the Income Tax Act (ITA) and Regulations.
Gift-in-Kind	The date of "fair market value" will be established for inter vivos gifts as the date of title transfer. In the absence of any ability to determine valuation, the donor's

acknowledgement will carry a stated gift value of zero (\$0). The proper valuation processes are set forth in Section V, Gift Valuation Guidelines, page 7 of this GAVP. A Gift-in-Kind Information Form (need to create a form) will be used for the purpose of accepting all gifts-in-kind for The Meeting House except for gifts of securities (see Appendix I).

Conflict of Interest The Meeting House will be cautious in all dealings with donors in order to avoid even the appearance of impropriety. If a direct or indirect conflict of interest is disclosed to a Meeting House employee, that employee will refer this to the Leadership Team. For comprehensive information, please see the Conflict of Interest Policy.

Gift Valuation The Meeting House will follow standard practice guidelines for the industry in valuing all outright and deferred gifts. The proper process of valuing non-cash property will be made pursuant to Section V, Gift Valuation Guidelines of this GAVP.

Gifts that cannot be accepted The Meeting House reserves the right to decline a gift. The Overseers will have the final say on declining a gift. The following examples justify such an action, although other situations may also result in a declined gift:

Any gift with features contrary to the charitable purposes and objects of The Meeting House

Any gift that violates any provincial or federal laws

Any restrictive clause that may bring unwarranted pressure or embarrassment to The Meeting House, the Overseers or its employees

Any gift that contains unreasonable conditions, liens or other encumbrances

Any gift that presents exposure to unacceptable liability

Any gift that could financially or morally jeopardize the donor or The Meeting House

Any gift where an appropriate "fair market value" cannot be determined or will result in unwarranted or unmanageable expense for The Meeting House

Any gift that could jeopardize the charitable status of The Meeting House

Any gift that could improperly benefit any donor

Any gift that holds a condition that is revocable in any way

IV. GIFT ACCEPTANCE GUIDELINES

Gifts can be generally categorized as either outright or deferred. The Meeting House recommends that individuals seek professional advice prior to making any significant outright or deferred gifts. Should a donor require assistance, The Meeting House recommends Abundance Canada, a non-profit offering professional services in financial and estate planning.

Restricted Funds

The Growth and Compassion Funds are considered externally restricted funds meaning donations to these funds should be used for their stated purposes and not for General Fund needs. The General Fund is not restricted and therefore surplus funds at year end can be transferred from it to the Growth or Compassion funds as directed by the Overseers.

Designated Giving Policy – does this match the other policy?

Spending of funds is confined to organization-approved programs and projects. Each restricted contribution designated towards an organization approved program or project will be used as designated with the understanding that, when the need for such a program or project has been met or cannot be completed for any reason determined by the organization, the remaining restricted contributions designated for such program or project will be used where needed most.

Cash and Cheques

This shall include electronic fund transfers and credit cards. All cheques shall be made payable to The Meeting House. Cheques made payable to an employee or a Director for credit to The Meeting House will not be accepted as a gift to The Meeting House

Publicly-Traded Securities

The Meeting House will accept publicly-traded marketable securities that are to be sold immediately without restriction. The donor should contact the Finance Manager at The Meeting House for information on transferring securities. Should a donor wish to make a gift of securities trading on an exchange outside of North America, or wishes to donate securities with restrictions, The Meeting House recommends Abundance Canada to assist with this type of gift.

Real Estate

All gifts of real estate will be referred to the Leadership Team and then The Overseers for prior approval. Prior to any acceptance of a gift of real estate, The Meeting House will retain legal advice and may require the completion of the following, if appropriate:

- arms-length appraisals
- title search
- a marketability check
- an on-site evaluation
- an environmental survey
- determination of other costs or concerns

Personal Property

Unique gifts will be considered by the Leadership Team. Acceptance is entirely in the sole discretion of the Leadership Team. (should this be another section title?)

Deferred Gifts:

- Estate Gifts. Consist of bequests to The Meeting House through a Will or Testamentary Trust. The Meeting House reserves the right to decline any gifts from the estate of a deceased donor that are not in compliance with this GAVP.
- Planned Gifts. Deferred gifts may also consist, but are not limited to, life insurance, retirement plans such as RRIFs or RRSPs, charitable gift annuities, charitable remainder trusts and other gift vehicles that may be categorized as a gift in the future.

Donors are encouraged to make unrestricted deferred gifts whenever possible to allow the Meeting House to direct support to the areas and programs of greatest need.

The Meeting House strongly recommends all donors seek advice from professional advisors and discuss the matter with family when considering a bequest or other deferred gift.

V. GIFT VALUATION GUIDELINES

In general a non-cash gift should be something The Meeting House would have otherwise purchased to support its charitable objectives and ministry purposes. Donors with sizeable physical assets that would not be directly used in ministry are encouraged to sell the asset themselves and donate the cash value whenever possible.

Establishing the Date of the Gift:

Generally, the date of any contribution will be defined as the date on which the donor irrevocably relinquishes control of the property to The Meeting House. If the donor is deceased, the valuation date is the day prior to death. The Estate Trustee Information letter must be retained.

If the date of the gift cannot be determined, the following guidelines will be used:

- Personal Property. Gifts of tangible personal property, no matter how delivered, are deemed to be accepted by The Meeting House when title is transferred to, and accepted by The Meeting House
- Credit and Debit Cards. Credit and debit card gifts are deemed to be accepted on the day the Meeting House account is credited, providing funds have sufficiently cleared the banking system.
- Real Estate: A gift of real estate is accepted when the Deed is registered in the name of The Meeting House
- Gift of Securities. Based on delivery method:
 - Electronically Transferred – The date the shares are received in The Meeting House brokerage account.
 - Hand delivered – The date the physical certificates, the Authorization to Transfer Publicly Traded Securities and Request for Charity Beneficiary Forms are received at The Meeting House office. The stamped date with this notation must be retained.
 - Mailed – The date the physical security certificates, the Authorization to Transfer Publicly Traded Securities Form are post marked. The envelope with the post mark must be retained.

Establishing the Value of the Gift:

The Meeting House must be able to determine the FMV of any non-cash gifts. Should The Meeting House not be able to reasonably determine the FMV of a gift, the donor's acknowledgement will state a value of zero (\$0). If the FMV of an item can be easily determined (cash register receipt for new purchase), a third-party appraisal may not be required. The FMV of a gift-in-kind does not include taxes paid on purchasing the item. If a business is donating goods it is advisable that the business, for its' own tax purposes, sell the item/s to the church via an invoice at FMV and donate the cash value back.

Exceptions may be referred to the Leadership Team; however, The Meeting House will be guided by the following:

- Donations valued at less than \$1,000 and more than \$200. A person with sufficient knowledge may establish FMV, documenting the basis used for the estimate and any other pertinent information. Non-cash donations of less than \$200 will not be evaluated or receipted due to the administrative costs involved.
- Donations valued at \$1,000 and over. FMV will be based on an independent appraisal completed by a qualified third party. If the church pays for the appraisal the cost will be deducted from the value of the donation.
- FMV. Gifts of property are subject to a deemed FMV rule, which applies to any property donated within three years of acquisition or acquired through a gifting arrangement. The deemed FMV is the lesser of the actual FMV or the donor's cost to acquire the property, or in the case of capital property, the adjusted cost base, with the following exceptions:
 - gifts made as a consequence of a donor's death
 - inventory
 - real property situated in Canada
 - certified cultural property
 - gifts of publicly traded securities
 - ecological gifts
- Gifts of Securities. FMV is based on the closing price of the units or shares recorded on the day the securities are received into The Meeting House brokerage account.

VI. CONCLUSION

The policies set out in this GAVP are intended to assist and provide guidance for employees at The Meeting House involved in receiving and receipting gifts on behalf of The Meeting House. All exceptions to this GAVP must be referred to the Leadership Team at The Meeting House, especially those gifts that

- might expose The Meeting House to uncertain liability
- are precedent setting or may involve sensitive issues
- are perceived to come from illegal or unethical activities

- are from individuals or organizations whose philosophy and values could be considered inconsistent with the overall philosophy and values of The Meeting House

This policy shall be reviewed annually. It may also be amended upon recommendation and approval by the Leadership Team.