Giving Policy
Christ Church Cathedral

Purpose
To outline policy regarding gift acceptance, parameters for restricted gifts, gift acknowledgments and receipts and give direction for gifts-in-kind at Christ Church Cathedral.

Policy
1. Gift Acceptance and Restrictions
   1.1 Gifts can be given to already identified funds (See Appendix 1)
   1.2 Giving to other than to existing funds is only in consultation and with approval of the Bishop and Chapter or its Executive
   1.3 The spending of funds is confined to Bishop and Chapter approved programs and projects. Each contribution directed toward an approved program or project will be used as restricted with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason as determined by Bishop and Chapter, the remaining restricted contributions will be used where most needed.

2. Gift Acknowledgement and Receipts
   2.1 Letters of thanks (acknowledgements) will be sent by a motion of the Bishop and Chapter and from an officer (or officers) of the Chapter.
   2.2 Donors of gifts of $10 or more will be provided with a charitable giving receipt at year end.
   2.3 Online gifts by way of Canada Helps online giving, immediately receive a charitable giving receipt, by return email, from Canada Helps on behalf of the Cathedral.
   2.4 Envelope holders giving $50 or more will receive a letter of thanks included with an annual charitable receipt by 28 February.
   2.5 One-time gifts of $5000 or more from envelope holders (or others) will receive a letter of thanks with a charitable giving receipt. See Gift Information Form (Appendix 2).
   2.6 Quoted securities will be valued as of the date of receipt, no matter when sold

3. Gifts In Kind
   3.1 The Cathedral must be able to determine the fair market value of any non-cash gifts. Should the Cathedral not be able to reasonably determine the fair market value of a gift, the donor’s acknowledgement will state a value of zero ($0). If the fair market value of an item can be easily determined (cash register receipt for new purchase), a third-party appraisal may not be required. The fair market value of a gift in kind does not include taxes paid on purchasing the item. See Gift In Kind Information Form (Appendix 3).

   3.2 Exceptions may be referred to the Bishop and Chapter Executive; however Bishop and Chapter will be guided by the following:

      Donations valued at less than $1000.
      A person with sufficient knowledge may establish fair market value, documenting the basis used for the estimate and any other pertinent information.

      Donations valued at $1000 and over
      Fair market value will be based on an independent appraisal completed by a qualified third party.

17 June 2019
Appendix 1

Existing Funds
Christ Church Cathedral, Fredericton NB

Mission and Ministry (General Operating)
Cathedral Restoration
Local Mission and Outreach
Parish Nursing Pledge Campaign
Belize Missions
Organ Restoration
Memorial Flowers
Dean’s Discretionary

17 June 2019
Appendix 2
Gift Information Form
Christ Church Cathedral, Fredericton NB

Donor Information

Name of Donor
__________________________________________________________

Receipt Address
__________________________________________________________

Name of Contact
(if different)
__________________________________________________________

Telephone
__________________________________________________________

Email

Value of gift

Is a charitable gift receipt requested?    ☐ Yes    ☐ No

Other information from donor regarding the gift
__________________________________________________________

Please check one of the following three options:

☐ I wish my donation to remain anonymous

☐ You may use my name but not the amount

☐ You may use both my name and the amount and purpose

Donor Declaration:
I the undersigned hereby make this gift of my free will and without receiving any consideration or benefit except as noted on the charitable income tax receipt and, it has been determined that this gift is within the policy of Christ Church Cathedral, Federal and Provincial laws and regulations.
I also agree to policy 1.1.3: “spending of funds is confined to Bishop and Chapter approved programs and projects. Each contribution directed toward an approved program or project will be used as restricted with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason as determined by Bishop and Chapter, the remaining restricted contributions will be used where most needed.”

Signature: ___________________________    Date: ___________________________

17 June 2019
Appendix 3
Gift In Kind Information Form
Christ Church Cathedral, Fredericton NB

Name of Donor

Receipt Address

Name of Contact (if different)

Telephone

Email

Does the donor own the gift?  
☐ Yes  ☐ No

Has the donor owned the item for 3 years or more?  
☐ Yes  ☐ No

If no, what was the cost to the donor?

Description of Gift In Kind

Fair market value excluding taxes

Is a charitable gift receipt requested?  
☐ Yes  ☐ No

Donor Declaration:
I the undersigned hereby make this gift in kind of my free will and without receiving any consideration or benefit except as noted as the advantage (if applicable) on the charitable income tax receipt, for the assessed fair market value, if it is determined that this gift meets all Christ Church Cathedral, Federal and Provincial policies, laws and regulations.

Signature:  ___________________________  Date:  ___________________________

17 June 2019