

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.

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: _____

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:
