

Giving Policy of FBC CS

Gift Acceptance Policy

A. General

1. All money and property given to FBC CS is considered a gift and, as such, is received at the discretion of FBC CS.
2. If a donor sets a specific designation for the gift and that designation cannot be followed, the CFO, with input from the appropriate ministry, may choose to change the designation. When possible, the money will be credited to an account which has a similar designation as originally requested by the donor.
3. If a gift is given that does not help the church fulfill its mission, then the CFO, with input from the trustees and members of other committees will work with the donor to determine the best course of action to take.

B. Special Requests for Donations

1. When funds are requested by a ministry for a specific purpose and donations are received above the specific need, the extra funds will be moved to another fund that has a similar purpose.
2. Camp/Event Scholarships – if a specific recipient is named on the donation, the donation will not be considered a charitable contribution. Money must be given to FBC CS and administered under FBC CS's discretion to be a charitable contribution.
3. Designated funds – are the "property" of FBC CS and do not divert to the minister or team leader.

C. Year-End Gifts

1. A donation must be physically received by FBC CS before the office closes on the final business day of December or irrevocably placed in the post office's possession by the cutoff time at the location to which it is left.
2. If a donor requires that the check is held beyond Dec. 31st, the donation is recognized when all restrictions are released.
3. FBC CS will retain envelopes to prove that a donation was postmarked 12/31/xx or earlier. Envelopes will be retained for seven years.
4. Donations by credit card, electronic funds transfer, or debit cards are recognized on the date the donor places the charge with the credit card company.

D. Mission Trip Special circumstances - Monies received for church-sponsored mission trips, whether paid from an attendee's own funds or paid by another person, are considered a charitable contribution if the following is provided to the church:

1. Pictures showing mission activities; and,
2. Itinerary proving mission activities.
3. Please note:
 - i. No refund is provided even if you do not attend the mission trip.
 - ii. Any day that is not spent on missions is vacation and that portion of the trip is not a charitable contribution.

Noncash Gifts (Gifts-in-Kind)

All noncash gifts must be approved by the CFO before FBC CS accepts them.

1. When noncash gifts are received, they are to be acknowledged in writing, but never assigned a value in the acknowledgement. An approximate value should be obtained for internal accounting purposes.
2. If a noncash gift is given to FBC CS with an assessed value above \$5,000 (excluding publicly traded securities), the CFO will complete Part IV of Section B on IRS Form 8283 for the donor.
3. If FBC CS disposes of any gift for which an 8283 was issued within three years of the contribution date, the CFO will complete IRS Form 8282 and send it to the IRS and to the donor. A record should be kept of all noncash gifts received and their disposition.

Stock Gifts

When FBC CS is given stocks or bonds, they must be in FBC CS's name before FBC CS will receive them. Stock gifts will be processed in accordance with the Long-Term Investment Subcommittee Policies & Procedures.

Vehicles

FBC CS will consider accepting a donated vehicle if it has a free and clear title. Arrangements for receiving vehicle donations must be made with the CFO in advance.

Real Estate

Gifts of real estate may be accepted with the approval of the church trustees.

Statements & Receipts

FBC CS acknowledges in writing gifts received that, in total, amount to \$1,000 per year. All receipts and statements for a specific year will be sent by January 31st of the following year.

Contributions Received on Business Checks

Gifts received on business checks of any kind are to be credited to the business and never to an individual.

Checks Received for Non-Exempt Purposes

Fees paid for weddings, funerals, registrations, etc. in which the person paying the fee received a benefit— directly or indirectly—are not tax-deductible and will not be included on contribution statements. Events in which a portion of the amount received is a tax-deductible contribution will be stated as such in advance, and the donor's contribution statement will only state the deductible amount.