

## **FUNDRAISING DISCLOSURE**

To protect the privacy of those making donations to City Mission and to indicate situations in which disclosures may be made, as a matter of policy regarding either ongoing operating gifts or gifts received for special fundraising efforts:

1. Individual personal gift amounts, the names of contributors, and mailing lists are never disclosed to any outside party, or agency, except under a valid order from a government agency or court of law. Databases may be provided to a business in connection with direct mailing services only after the business has agreed in writing not to disclose this information for any other reason
2. The names of individual local corporate, civic, and church donors are disclosed only with the prior permission from the appropriate authority of such organization; or, when the gift is already a matter of public record. Individual amounts are never disclosed unless they are already a matter of public record.
3. The names of individual publicly traded corporations or national or regional foundation donors may be disclosed when the gift is announced or received. Individual amounts are confidential unless they are a matter of public record.

## **FINANCIAL DONATIONS**

It is the policy of City Mission to exercise financial accountability in the receiving, recording, and acknowledgment of all financial donations to the organization.

All financial donations received are recorded by the Financial Secretary, listing the date the donation was received, the number of the check, the name and address of the donor, and the amount of the donation.

All checks and cash are photo copied and dated as they are received. If the gift is designated for any purpose other than general fund, this is also noted on the copy. Checks are stamped "For Deposit Only". The checks and cash are placed in the office lock box until picked up by the Treasurer.

The Financial Secretary uses the copies of checks and cash to enter the data into the computer data base. This information is kept for tax purposes, to verify the income of the Mission, and to provide the addresses for acknowledgments.

Acknowledgments - Since the Mission is a 501(c)(3) organization, any donations made may be considered a charitable deduction and included in the donor's tax computation under itemized deductions. In order to claim this deduction, the donor must have a signed receipt or acknowledgment of the gift. For gifts under \$250, a thank you letter acknowledges the date and amount given and is assumed to suffice for this purpose. For donations over \$250, donors are provided with a tax letter that officially receives the gift as being given without expectation of anything in return, and includes all the essential information (date, amount, donor's name). This tax letter is sent after the first of the year before the donor prepares his taxes. A receipt book is kept in the office for the donor who requests a written receipt at the time the gift is given. The gift is copied and recorded the same as any other. Though a receipt has been given, the tax letter is still sent for amounts of \$250 and above.

## **NON-CASH FINANCIAL DONATIONS**

It is the policy of City Mission to accept and be accountable for non-cash financial donations in the form of Bequests, Estate Gifts, and Stocks and Bonds.

**Note: Considering the issues involved in management of stock, it is the Mission's policy to have the securities sold upon receipt and proceeds from the sale transferred to the Mission's money market account or other cash investment account. All excess cash (savings) is to be carried or invested in cash equivalent interest bearing accounts approved by the Board.**

Bequest or Estate Gifts: When a bequest is made to City Mission, the attorney for the party making the gift will contact the Mission. The Board President and Treasurer will sign the necessary documents.

Gifts of Stock or Bonds: In the event that the donor wants to gift stock, the Board Treasurer should be notified. If the donor wishes to gift stock or bonds to the Mission by a transfer, the Treasurer will provide him/her with the Mission's Federal ID, Account Number, Brokerage, and DTC Number. The Security Company will make known the nature of the gift and any special information needed to complete the transfer.

## **VEHICLE DONATION**

To allow the Mission the freedom to make disposition of any donated vehicle and to meet IRS requirements with regard to the Donor's possible claim of a charitable donation for such vehicle, it is the policy of City Mission to accept donated vehicles only with the Donor's agreement that the Mission has the right to sell or otherwise dispose of said vehicle. If the Donor plans to claim the donation of this vehicle as a charitable donation to the IRS for tax purposes, the Donor will fill out and sign the Mission's Vehicle Donation form, listing the make, model, year, and VIN#, and stating the claimed value of the vehicle.

The original of the completed Vehicle Donation form shall be filed with the Board Treasurer for use on that year's form 990. A photocopy of the completed form shall be provided to the Donor of the vehicle.

If the Mission sells a vehicle with a claimed value of more than \$500, a copy of the Mission's Sale of Donated Vehicle form must be filed with the Donor within 30 days of the date of the **sale of the vehicle to an unrelated party**, certifying that the vehicle was sold in an arm's length transaction between unrelated parties and stating the sale price (gross proceeds).

If the vehicle is **transferred (sold or given) to a needy individual** at a price significantly below the fair market value or made as a gratuitous transfer to a needy individual in direct furtherance of the Mission's charitable purpose of relieving the poor and distressed or underprivileged who are in need of a means of transportation, the Mission does not need to claim any gross proceeds from the sale or disposition of the vehicle. The Donor's charitable contribution for a sale for this purpose is not limited to the gross proceeds from the sale and the Vehicle Donation form will serve as the Donor's record of charitable contribution.