



## **Gifts policy St Thomas the Apostle**

The Parish recognizes and appreciates that its members and the community may wish to donate items. Although grateful for prospective gifts, it is important to recognize that the parish must carefully assess any prospective donation in relation to the established scope and parameters.

Gifts of money are preferred. Pre-authorized remittances, cash or cheques via envelope and cheques from open offerings are thankfully received and receipted.

When a donor offers a tangible item as a gift; several criteria must be met.

On acceptance, donations are irrevocable and become the property of the Parish; donors may be required to sign a release. The Parish reserves the right to dispose of items it does not retain in a manner that it deems appropriate.

### **Acceptance guidelines for tangible gifts :**

1. the prospective donation falls within the plans of the church to acquire a similar item or perform a similar service. A representative appointed by the Parish must approve the acceptance before the donation is accepted.
2. the Parish must be in a position to process and maintain the

gift, including insurance considerations;

3. the materials are current and in good condition;

4. the donor assumes the costs of delivery and installation

5. the prospective donor does not place any restrictions on the gift . On acceptance, donations are irrevocable and become the property of the Parish; donors may be required to sign a release. The Parish reserves the right to dispose of items it does not retain in a manner that it deems appropriate.

6. if the donor requests a tax receipt, the donor must supply an impartial external evaluation. Note : minimum receiptable value is \$100.

The Wardens, August 2012