

**St. Andrew's United Church  
Policy for Accepting and Processing Gifts-in-Kind**

**As adopted by Church Council - November 26, 2013**

**General Procedures:**

1. The Church Council of St. Andrew's United Church ("the church") must formally determine that the gift is appropriate to the needs of the church and should be accepted.
2. The Church Office will provide a Gift-in-Kind ("GIK") form that must be filled out before the gift is officially accepted or a tax receipt issued. This form outlines all relevant information about the proposed GIK. When the GIK is officially accepted by the church, and if the donor accepts the valuation of the gift, the donor will then be required to sign the GIK form to confirm that the gift is made of his/her free will without receiving any material consideration or benefit except for a charitable tax receipt for the assessed fair market value.
3. The Church Treasurer will ensure that a fair market value is established according to Canada Revenue Agency regulations and guidelines, and that appropriate appraisal documentation, with necessary backup information, is obtained before a charitable tax receipt is issued.

**Appraisals Must Meet The Canada Revenue Agency Regulations And Guidelines:**

For donations valued at less than \$1,000:

1. An internal church staff member who is qualified may establish the fair market value, stating the basis used for the estimate and any other pertinent information.

For donations valued at \$1,000 or more:

1. The fair market value must be established by reference to published documentation such as price lists, catalogs, etc, for items which are comparable. If a value cannot be established by this means by the donor or the church, the church will obtain a fair market value assessment from an independent appraiser who is a recognized expert in the field. Payments of appraisal fees are the responsibility of the donor unless otherwise agreed to by the church.
2. For gifts-in-kind of such art work, jewelry or antiques, the church may require two independent appraisals, with the receipted value being the average of the two appraised values.