Directive 3.1.4 Gift-in-Kind

Policy 3.1.4 item number 7 says that a gift-in-kind must be approved by the finance administrator of the archdiocese. This form (3.1.4.a) is for the purpose of office supplies, church maintenance, church supplies, etc. and does not include fundraising campaigns.

Procedure:

1. To be approved for a gift-in-kind donation, the gift-in-kind must be presented to the parish priest with form 3.1.4.a filled out in full. The priest will let the parishioner know within seven days if that gift can be accepted as a gift-in-kind to receive a tax receipt. There must be a separate form for each gift-in-kind donation.
2. After consulting with the Parish Finance Council (PFC), the priest will consult with the finance administrator of the archdiocese for a gift-in-kind approval.
3. To receive a tax receipt, all gift-in-kind forms, filled out in full, must be submitted to the finance administrator of the archdiocese by January 10 for the previous tax year. Any forms **sent after January 10 will not receive a tax receipt.**
4. All forms, filled out in full, must be dated with the date of reception of the donation, signed by the priest.
5. The income from a gift-in-kind will be added to the parish revenue and to the expense side of the parish income statement. This income will be subject to the Assessment and Pension fees.
6. A gift-in-kind offered for any fundraising project exempt from Assessment and Pension fund needs to be submitted with form 3.1.4.b.
7. Gift-in-Kind tax receipts will be mailed out by February 28 of the following year.

For fundraising campaigns:

1. For the occasional dinner in parishes, with silent auctions, form 3.1.4.b needs to be filled out in full, separately for each donation, with a store receipt attached (if applicable).
2. For fundraising campaigns, prior approval is not necessary; however, the receipts and forms **must still be submitted to the finance administrator of the archdiocese by January 10.**