

## **Tiburon Baptist Church Contribution Policy re Vehicle Donations**

An individual owner of a vehicle may offer to donate the vehicle directly to Tiburon Baptist Church ("TBC"). However, acceptance of any gift is at the discretion of the TBC Trustees, and because TBC is not well equipped to handle in-kind donations, they are generally discouraged.

The TBC Trustees may not accept any gift unless it can be used or expended consistently with the purpose and mission of TBC. Contributions must be unconditional, without any benefit to the donor, and the donor must give up any control over the contribution. Contributions may, however, be designated for Special Purpose Funds TBC may authorize from time to time and for restricted funds of TBC. Contributions not so designated will become part of TBC's general assets. Such transfers are classified as charitable deductions for tax purposes. TBC will issue an acknowledgement of receipt of the donation, however, valuation of the donation is solely the responsibility of the donor. Donors are advised to work with their tax advisors for proper handling of any donations on tax returns.

Vehicles may acceptable as gifts on a case-by-case basis. Vehicles in working order, free of debt, that pass state inspection, and that are suitable for use by TBC may be donated directly.

For all gifts of vehicles worth more than \$500, TBC must issue the donor an acknowledgement containing the following elements:

- The name and taxpayer identification number of the donor.
- The vehicle identification number.
- The date of the gift.

If TBC intends to sell the vehicle, it must provide to the donor within 30 days of selling the vehicle a written acknowledgement with the above elements, plus:

- A certification that the vehicle was sold in an arm's length transaction between unrelated parties.
- The gross proceeds from the sale.
- A statement that the deductible amount may not exceed the amount of such gross proceeds.

If TBC intends to use or improve the vehicle, it must provide to the donor within 30 days of receiving the vehicle a written acknowledgement with the above elements, plus:

- A certification of the intended use or material improvement of the vehicle and the intended duration of such use.
- A certification that the vehicle would not be transferred in exchange for money, other property or services before completion of such use or improvement.

If TBC intends to sell the vehicle significantly below the fair market value, or give it away to a needy individual, it must provide to the donor within 30 days of receiving the vehicle a written acknowledgement containing the above elements, plus:

- A certification that TBC will sell the vehicle to a needy individual at a price significantly below fair market value (or, if applicable, that it will give the vehicle to a needy individual).
- The sale (or gift) will be in direct furtherance of TBC's charitable purpose of relieving the poor and distressed or the underprivileged who are in need of a means of transportation.

The donor and not TBC will be responsible for any valuation of the vehicle for tax purposes. Vehicles valued at more than \$5,000 are subject to the independent, qualified appraiser requirements like other non-cash gifts. If the donor provides the appraisal summary on Form 8283, TBC will sign the appraisal summary, signifying it has seen the appraisal.

Inoperable vehicles, or those for which TBC has no use, may be processed through a third-party vehicle donation service such as Car Program LLC. For vehicles sold through a third party, donors receive donation receipts from the third party.

Adopted at Family Meeting Dated: February 12, 2017