

本立比頌恩堂

Burnaby Pacific Grace Church

3883 Triumph Street, Burnaby, B.C., V5C 1Y6 Tel: 604-298-8277 Fax: 604-298-6087 e-mail: bpgcc@bpgcc.bc.ca

Burnaby Pacific Grace Church

Donor Restricted Gift Policy

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INTRODUCTION

This policy is to ensure that gifts or donations received by Burnaby Pacific Grace Church (hereafter known as “The Church”), which are restricted for the support of particular programs or projects are used solely for such purposes. However, if a program or project is oversubscribed or is terminated, to avoid being legally precluded from either returning the restricted funds to the donor, or using the restricted funds at all in another program or project, the following designated fund policy is in place and is published.

1. RECEIVING OF GIFTS OR DONATIONS

- 1.1 In order for a contribution to be considered a gift or donation to The Church, and for The Church to issue an official receipt for income tax purposes for any designated contribution, the contribution must meet the following requirements:
 - 1.1.1 The contribution is for programs or projects which are under the control of The Church’s Board of Deacons (hereafter known as “The Board”),
 - 1.1.2 The Board has the ultimate control over the disbursement of designated contributions, and
 - 1.1.3 No benefit is returned to the donor or a dependent of the donor as consideration for the contribution.
- 1.2 The Church will receive restricted gifts or donations only to the ministries, programs or projects which are approved by The Board on behalf of The Church. Such gifts must be appropriate to The Church’s work and in harmony with The Church’s adopted policies. The Church reserves the right to accept, deny, or negotiate any proposed gifts.
- 1.3 In the case of newly established restricted funds, no designated gifts will be received until The Board approves that fund to be restricted.
- 1.4 In the case of received gifts or donations that are designated for a specific usage in which such usage does not belong to any established or approved restricted funds, it will be treated as general gifts or donations towards The Church’s General Fund account.

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2. SPENDING OF GIFTS OR DONATIONS¹

- 2.1 Spending of gifts or donations is confined to The Board approved programs and projects. Each restricted contribution that is directed towards The Board approved program or project will be used as designated, with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason as determined by The Board, the remaining restricted contributions will be used where needed most, as determined by The Board.
- 2.2 If The Board determines that the need for a program or project has been met, or cannot be completed for any reason, The Board reserves the right to close the restricted fund associated with the program or project, with the balance of the fund to be transferred to The Church's General Fund account. Such action will be documented in the official church minutes.

3. LIST OF DONOR RESTRICTED FUNDS

- 3.1 Externally Restricted Building Fund
 - 3.1.1 The Externally Restricted Building Fund (hereafter known as "Building Fund") was created as a way for donors to designate their gifts or donations toward building related projects through fundraising, pledging or one-time contributions.
 - 3.1.2 The Usage of the Building Fund pertains to the following:
 - a) Property development/upgrades;
 - b) Repair and maintenance of all buildings associated with The Church for amounts over \$5000 before taxes;
 - c) Purchase of additional buildings/properties for ministry use.

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3.2 Externally Restricted Mission Fund

3.2.1 The Externally Restricted Mission Fund (hereafter known as “Mission Fund”) was created as a way for donors to designate their gifts or donations toward mission related projects through fundraising, pledging or one-time contributions.

3.2.2 The Usage of the Mission Fund pertains to the following:

- a) Workers in the Mission Field/Reserve;
- b) Mission organizations and conferences;
- c) Training, education, and administration.

¹ Based on “Must Have” Policies, David Johnson; CCCC bulletin Issue 3, 2007