



# VICTORY CHURCH

## Gift Acceptance Policy

Victory Church will accept unrestricted gifts, as well as gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, vision, and priorities. Victory Church will not accept gifts that are too restrictive in purpose including those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts for purposes outside the mission of Victory Church. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by Victory Church.

### The following are options for contributions to the church:

1. Cash (cash, checks, ACH transactions, online donations, donations received through the church app and text to give)
2. Stocks
3. Cryptocurrency
4. Tangible personal property
5. Vehicles and boats
6. Real estate
7. Estate planning

### The following criteria governs the acceptance of each gift type:

1. **Cash:** Cash is acceptable and can be deposited into any tithe box at any of our campuses.  
Checks shall be made payable to "Victory Church" and can be delivered to:
  - a. Any tithe and offering station at a Victory Church Location
  - b. Mailed to Victory Church at 1827 Freedom Road, Suite 103, Lancaster PA 17601
  - c. Delivered in person to the church office located at 1827 Freedom Road, Suite 103, Lancaster PA 17601**Other donation options:**
  - a. Given through the church app or similar electronic option
  - b. Online giving through the website [www.victorychurch.org/give](http://www.victorychurch.org/give)
  - c. ACH donations setup through the website [www.victorychurch.org/give](http://www.victorychurch.org/give)

2. **Stocks:** Victory Church accepts publicly traded securities. Publicly Traded Securities may be transferred to the church's account maintained at a brokerage firm. Please contact the church office for our broker's contact information. All securities shall be sold within days of the donation unless otherwise directed by the church.
3. **Vehicles and boats:** Victory Church reserves the right to accept or refuse any vehicle based on a variety of factors. These include but are not limited to the age, mileage, condition, clear title, and availability of keys & fobs. Generally, the church will accept vehicles that are in reasonable condition and can be given to members who need transportation. The church may make minor repairs but will not accept vehicles that need major work. For additional details and next steps please contact [finance@victorychurch.org](mailto:finance@victorychurch.org). If the donor claims a value more than \$500, Victory Church will coordinate with the donor to complete an IRS Form 1098-C and Form 8283.
4. **Cryptocurrency:** (sometimes called "digital currency" or "virtual currency"): Victory Church may accept gifts of cryptocurrency and other forms of digital assets after due diligence is performed to determine that the asset is able to be transferred and liquidated. It is Victory's policy to immediately liquidate any gifts of cryptocurrency. You can give online at [victorychurch.org/give](http://victorychurch.org/give)
5. **Tangible personal property:** All gifts of tangible personal property shall be reviewed by the Church Office prior to the donation. Please contact [finance@victorychurch.org](mailto:finance@victorychurch.org) for additional details.
  - a. If the property will be used by the church, the age and condition of the items will be reviewed and the cost of insurance, transportation, maintenance, and other expenses should be identified and approved prior to the donation being given to the church. Please contact [finance@victorychurch.org](mailto:finance@victorychurch.org) for additional details.
  - b. If the property will be sold, the market for sale should be determined, together with the costs of holding and delivering the property for sale.
  - c. If restrictions are placed on the use, display, or sale of the property, the Church Office will determine if those are reasonable.
6. **Real estate:** Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the donor shall provide Victory Church with an environmental inspection report (from a firm approved by the church) reflecting that the property is not environmentally damaged. The cost of the environmental audit shall generally be an expense of the donor. Where appropriate, a title policy shall be obtained by the church prior to the acceptance of the real property gift. The cost of this title policy shall generally be an expense of the donor.

Prior to acceptance of the real estate, the gift shall be approved by the Board of Trustees upon the recommendation of the Church Office for development and by legal counsel. Criteria for acceptance of the property shall include:

- a. If the property is to be used in operations or programs, Victory Church should determine the cash flow required to hold the property.
  - b. If the property is to be sold, an investigation of the marketability of the property should be made.
  - c. Restrictions, reservations, easements, or other limitations associated with the property should be identified.
  - d. Carrying costs, including insurance, property taxes, mortgages, or notes, etc. associated with the property should be identified.
  - e. Victory Church should have a current environmental inspection indicating that the property is environmentally clean.
  - f. A current and recordable survey will be required.
7. ***Estate planning:*** Legacy gifts made at death through a Will, trust, beneficiary designation, or other giving mechanism are generally accepted by Victory Church, and each asset gifted would further be analyzed by Victory Church, depending on the type or class of asset, before acceptance is confirmed by Victory Church (many of which types and classes are outlined above).
8. ***Other gifts:*** Please contact the Church Office about any donation that does not fit within the above criteria. After careful review and consultation with others, the church may or may not be able to accommodate and receive the donation.

**Victory Church intends to reasonably comply with applicable IRS regulations regarding charitable giving. Our current understanding of such guidelines includes the following**

1. Online access to your giving statements can be accessed by logging into the Victory Church's PushPay Online Portal. ([www.victorychurch.org/give](http://www.victorychurch.org/give)). If you need assistance on logging into the system, please reach out to the Business Office at 717-239-5077 or email [finance@victorychurch.org](mailto:finance@victorychurch.org).

Once you are logged in, you can update your profile and contact information, change your default payment method, make either a one-time gift or a reoccurring gift, review your giving history and pledges.

2. Donations must be received by December 31<sup>st</sup> of the year to be included on that year's Giving Statement. Donations mailed must have a postmark on or before the 31<sup>st</sup> of December, otherwise they will be included on the following year's giving statement in accordance with IRS guidelines.

3. Annual Contribution Reports will be available online through the church giving portal by the end of January following the contribution year. The Church Office will make reasonable accommodation for individual requests for a contribution letter but depending on the time of year and workload it may take up to two business days to provide a printable report.
4. Any payment to the church where a good or service was received in exchange for a donation, will not be shown on the contribution statement. (For example, money paid to attend a retreat, etc.)
5. Gifts designated to the church's current programs, such as benevolence & scholarships, that are administrated by the church ministries, will be reflected on the donor's record of contributions if no "strings" are otherwise attached to the gift.
6. Gifts to the church designated for the use of a specific individual or individual are not considered a tax-deductible donation per IRS rules because control is retained by the donor. This includes money given for benevolence and for mission trips. Such gifts will not be reflected on the donor's record of contribution.
7. Acknowledgment of all gifts made to the church in compliance with the current IRS requirements shall be the responsibility of the Business Office. IRS Publication 561 Determining the Value of Donated Property and IRS Publication 526 Charitable Contributions are to these policies as an Appendix.
8. It shall be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to Victory Church.
9. Non-cash gift reporting notes:
  - a. **Gifts less than \$500:** The donor keeps record of gifts, but no special valuation or documentation is required by the church.
  - b. **Gifts of \$500 to \$5,000:** The donor files IRS Form 8283 with tax return, which includes a written description of gift, but the church does not sign IRS Form 8283. An appraisal is not formally required. (See below for different reporting of vehicle donations.)
  - c. **Gifts of over \$5,000 to \$500,000:** If the donor plans to claim the gift as a charitable donation on their tax return, the donor must obtain a qualified appraisal and include appraisal summary, signed by a member of the Business Office staff (IRS Form 8283).
  - d. **Gifts of over \$500,000:** If the donor plans to claim the gift as a charitable donation on their tax return, the donor must obtain a qualified appraisal and include an appraisal summary signed by a knowledgeable Victory Church staff (IRS Form 8283). The donor must also include the actual appraisal with donor's tax return.
  - e. **Sale or Disposal of Donated Property:** The church must file IRS Form 8282 if it sells or otherwise disposes of any property within three years of the donation, and the claimed value exceeds \$5,000 per item or groups of similar

items donated by donor, and if the Church had been presented with a completed Form 8283.

- f. **Vehicles:** It is the donor's responsibility to obtain a valuation of the vehicle before it is donated to the church. If the donor claims the value is more than \$500, the church prepares Form 1098-C, according to its instructions, files with the IRS, and provides copies to the donor.
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**Questions:** Please contact our Operations Department if you have any questions by emailing [office@victorychurch.org](mailto:office@victorychurch.org).