

CONTRIBUTION POLICY OF MOSAIC CHURCH

1. In accordance with IRS guidelines, for a contribution to be included in a given year's record, the contribution must be received by December 31, or if mailed, the envelope must reflect a postmark no later than December 31.
2. Before filing your taxes, please wait to receive a contribution statement from Mosaic Church. Statements are mailed out by January 31st of each year.
3. Mosaic Church does not mail contribution statements for total gifts less than \$250 unless requested to do so by the contributor. Any single donation less than \$250 may be substantiated by a cancelled check, per IRS guidelines.
4. Any donation where a good or service was received in exchange for a donation will not be shown on the contribution statement. An example would be money paid to attend a retreat, etc.
5. Gifts designated to the church benevolence & scholarship funds, administered by the church benevolence & scholarship committees, will be reflected on the donor's record of contributions if no "strings" are otherwise attached to the gift. Gifts to the church designated for the use of a specific individual or individuals are to be discouraged. This includes money given for benevolence and for mission trips. Such gifts will not be reflected on the donor's record of contribution and are generally not tax deductible.
6. The church at its discretion, may accept most types of non-cash gifts such as corporate stocks, land, art, etc. A letter from the church will be sent to the donor, acknowledging the date of receipt and providing a brief description of the property or items donated. However, the acknowledgement letter will NOT provide an estimated fair market value of the property donated and neither will the donor's record of contribution reflect receipt of the non-cash gift. Depending on the value of the items, certain IRS forms will be required to be filled out with the donor's tax return. If land is donated, an environmental survey will be required.
7. The value of time or services contributed by an individual to the church will not be posted to the record of contribution and are generally not tax deductible.

These policies were written with consideration of IRS guidelines for non-profit entities and after consultation with experts in church tax law, review of IRS publications, specifically Pub 526-Charitable Contributions, and discussions with Mosaic Church's CPA firm. As we do not know your particular tax situation, please see your tax advisor if you have specific questions about the tax deductibility of your donations. For more information on these policies please contact the Mosaic Office.

