

## DONATION RECEIPTS

### Why Do You Require Receipts For Donations And Contributions?

- Every nonprofit receives some level of support based on – **Transactions** (cash, check, card) or **In-Kind** (goods and services), etc. The GSN General Board of Directors and the Federal Government require documented receipts. Documented contributions reflect significant support from the community, making the organization that much more attractive to the community as well as grantmakers.
- We must make every effort to comply with our “charity” status as a nonprofit, and to fulfill our obligation for documentation of receipts with our CPA and auditors.
- The IRS requires nonprofits and donors to keep accurate records for all transactions. Especially critical are those transactions that meet the government levels of reportable contributions.
- Statistical information regarding contributions often is requested and used to leverage funding for any nonprofit.
- If you choose not to provide an **EMAIL** in order to receive a receipt, you will be able to:
  - Take a “blank” receipt and complete it for your files and tax purposes.
  - Take a “picture” of the receipt and save it for your files and tax purposes.
- Some collection processes may forgo acknowledgments and receipts, such as the collection of shoes or toys (in a box at a church, etc.). However, GSN still posts that donation and its assessed value.
- Donors are encouraged to always seek legal/professional tax advice regarding all donations.

### What If I Mail A Check, Donate Online, or Drop Off A Contribution?

- Every **Transaction** (cash, check, card) will have a **Donation Receipt** prepared, regardless of the type and the date, and will include as much donor information as we have available, based on the information included at the time the gift is received.
- If no email is provided we will attempt to follow up with the donor by phone to secure an appropriate email so a receipt can be sent.
- If no email or no phone number is provided we will be unable to provide a receipt, unless you contact the office to provide an email.

### How Is My Payment Processed Online?

- We use Kindful Payments (Stripe) to process debit or credit card, and ACH (bank) payments online because it provides a lower processing fee for GSN.
- Of course, you can also use any debit/credit card, ACH, PayPal, etc., of your choice.
- All donations can quickly and easily be made online ( [www.gsnlive.org](http://www.gsnlive.org) ) or by **TEXT**.
  - Website “**DonateNOW**” button
  - Text **GIVE** to **1-317-676-7171**

## What Does GSN Do With Donation Receipts?

- Donation receipts are placed in a file for posting as they are received.
- Our staff, or our iVolunteer support staff, consistently works to post all donation receipts.
- Each posting is based on *one specific donation receipt* and *one donation date*.
- Once donations are posted on your behalf, and a valid email is provided, you will receive an instant "email" receipt notification, regardless of the posting date, or the donation date.
- You may receive "multiple" email receipts – based on the number of donations contributed and the occurrence period (once or twice a week, month, etc.).
- Once posted to our donor management software all hard copy receipts are placed in a file and sorted by month and year. Hard copies and/or digital copies of donor receipts are securely filed for 10 years as part of our document retention policy.

## What Is Included On Donation Receipts?

Each receipt will include the opportunity to list specific information related to the donation, including the donation type – **Transaction** (cash, check, card), or **In-Kind** (goods and services).

We request legible donation receipts with clear detailed information. The accuracy of posting is dependent upon the legibility of provided donor information.

Any time your contact information changes, we will appreciate your notification.

The **Donation Receipt** asks for important information (some fields are required\*) so we can document and communicate as accurately as possible:

- **NO RECEIPT NEEDED** – this means no receipt will be sent, but a Donation Receipt is still required for posting.
- **Indicate HOW your donation is being made:**
  - As an **INDIVIDUAL** or
  - On behalf of an **ORGANIZATION**
- **Provide Detailed Contact Information**
  - \*First and Last Name (*required regardless if INDIVIDUAL or ORGANIZATION*)
  - Address
  - \*Email (*Individual and/or Organization*) depending on how your donation is being made.
  - \*Mobile/Cell Phone – or Landline or Business Phone
  - Gender (donor)
  - Spouse First and Last Name

- **Provide "Donation Details"**

- Goods or Services and the Ttl VALUE Amnt.
- Monetary / Financial Transaction (cash, check, card) Ttl Amnt. RECEIVED
- Type of Donation (clothing, toys, food, household items, etc)
- Description of the donation (*ex: 2 large bags of clothing, 20 lbs of food, etc*)

## What About End Of The Year Statements and Summaries?

- A complete Year-End Statement / Tax Summary will be provided within thirty days after the current tax year ends for transaction donors who provide a valid email. The summary is based on each financial transaction/donation (cash, check, card). This is not the same as In-Kind.
- In-Kind receipts are sent to donors who provide a valid email as each donation is posted. Donors should retain these receipts for their taxable records as they are emailed since no further receipts will be issued.

## How Does GSN Receipt Donors?

- GSN documents all donations (In-Kind and Transactions) by utilizing a "Donation Receipt" completed by the donor, and/or a GSN volunteer or staff member. We provide receipt options to all donors.
- All Donor Receipts, and or related packing slips, will be signed by the person donating the goods, product, or service for the individual or organization.
- Donors making donations with a **VALID EMAIL** will receive an immediate receipt for each donation based on the Donation Receipt date, even though the actual posting date may be different.
- All In-Kind donors who require a receipt will need to **provide a valid email** and in doing so will receive one receipt for each donation/date. Donors should retain these receipts for their taxable records as they are emailed since no further receipts will be issued.
- All In-Kind donors who **do not have an email** will be provided a "blank" Donation Receipt and they will be responsible to complete their information and use that receipt/copy for tax purposes. Or, the donor may want to take a picture of the completed receipt at the time of the donation for their tax purposes. Please retain these receipts - no further receipts will be issued.

## What's The Policy For Acknowledging Donations?

- All In-Kind donations are posted on behalf of our donors no matter what the amount.
  - Legally all donations over \$250 in value require a receipt. We choose to provide a receipt option for all donations.
  - Legally all donations \$5,000 and over requires complete (name, address, phone, email) donor contact information and cannot be anonymous.
- The rules relating to how to determine fair market value are discussed in **Publication 561**, Determining the Value of Donated Property and becomes the legal responsibility of the donor.
- If you unsubscribe and remove your email from GSN donor management, future donations will not be receipted.

- No In-Kind receipt will be mailed.
- Timing of Contributions
  - Contributions must actually be paid in cash or other property before the close of your tax year to be deductible, whether you use the cash or accrual method.
- Deductible Amounts
  - If you donate property other than cash to a qualified organization, you may generally deduct the fair market value of the property. If the property has appreciated in value, however, some adjustments may have to be made. See: how to determine fair market value in **Publication 561**.
- If you receive a benefit in exchange for the contribution such as merchandise, goods, or services, including admission to a charity ball, banquet, theatrical performance, or event, you can only deduct the amount that exceeds the fair market value of the benefit received or expected to be received.
- For contributions of cash, check, or other monetary gifts (regardless of amount), you must maintain a record of the contribution: a bank record or written communication from the qualified organization containing the name of the organization, the amount, and the date of the contribution.

\* = required

*The completed Donation Receipt qualifies as an authorized signature and valid for posting.*