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the door to
hope

CAMILLUS HOUSE, INC. - POLICY AND PROCEDURES

TITLE: GIFT ACCEPTANCE AND ACKNOWLEDGMENT

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I. POLICY

Camillus House, Inc. makes every reasonable effort to meet the wishes and expectations of the donors while ensuring that the requirements of the law are met. Gifts are accepted with respect for the donors need to give as well as for the benefit they will provide to Camillus House. All donors are offered a proper receipt and acknowledgment for their contribution.

II. PROCEDURES

A. Gift Acceptance

1. Camillus House accepts charitable gifts for unrestricted and restricted use. Restricted funds are accepted according to the needs established by the organization. Every effort is made to fulfill the donor's wishes. Provisions that discriminate based on age, marital status, disability or gender are not accepted.
2. Any employee or volunteer of Camillus House who receives a gift on behalf of the organization must notify the Advancement Department on the date of receipt, or the first business day following receipt of the gift, and must immediately forward any such gift to the Advancement Department for proper processing. It is also essential that all letters, certificates, or other documents relating to such gift, including the envelope in which it arrived with post-marks intact, be saved and forwarded to the Advancement Department.
3. A charitable contribution that meets the standards for deductibility must be a true gift for which the donor anticipates no benefit in return. The donating of money or other property is not always allowable for tax purposes except that which is covered by existing contributions laws. Camillus House does not provide tax advice to donors and advises donors with specific questions to consult their own tax specialist.
4. In order for gifts to qualify as 100% tax deductible, the contribution must not be a quid pro quo gift, motivated by any incentive of anticipated gain on the part of the donor.

5. Acknowledgment of all gifts is written according to IRS standards as delineated in IRS Code section 170 (f)(8), which became effective January 1, 1994 through the Omnibus Budget Reconciliation Act of 1993 (OBRA).
 - a. The standards state that written acknowledgments for all gifts over \$250 must include the following:
 - i. the amount of cash contributed;
 - ii. a description, but not the value, of any non-cash property contributed;
 - iii. whether the charity provided any goods or services to the donor in exchange for any part of the cash or property contributed;
 - iv. a description and good faith estimate of the value of goods and services if any services are provided
 - b. The law also requires charities to provide written disclosures about any quid pro quo contributions that exceed \$75.
 - i. The disclosure must inform the donor that the amount of the contribution that is deductible for income tax purposes is limited to the excess of the amount of any money and other property contributed by the donor, over the value of the goods or services provided by the charity; and provide the donor with a good faith estimate of the value of such goods or services.
 - ii. The disclosure must be made when the contribution is solicited or when the contribution is received. A charity that fails to make the required disclosure is subject to a penalty for each contribution for which the required disclosure is not made, with the total penalty for a particular fund-raising event or mailing not to exceed \$5,000.
 - c. Although the IRS requires such disclosures only when the contribution is over \$250, or when a quid pro quo gift is over \$75, Camillus House includes the information for every gift made.
 - i. For gifts where no benefit was provided to the donor, the following phrase is included on the letter or receipt: "No goods or services were provided to the donor in return for this contribution".
 - ii. For gifts where a benefit of some type is provided to the donor, the following phrase is included: "The IRS states that a donor may deduct the amount of a gift which is above and beyond the fair market value of any goods or

services received in return. For your information, the fair market of the _____ provided to you is _____". (See "Special Events D-3" for more information regarding the fair market value of donor benefits).

- d. An exception to the disclosure rule exists when a charity provides goods or services of a "de minimis" value to a donor in connection with a contribution. For the de minimis benefit exception to apply, the benefit received must be a token item such as a calendar or key chain with a value below the "low-cost article" limit set by the IRS each year; or the benefit received must be an item which the charity mails free of charge not at the request of the donor.
 - i. Publications such as newsletters or program guides are not considered a benefit with a measurable fair market value if the publication is not a "commercial-quality publication" which includes articles written for compensation or paid advertisements; the primary purpose of the publication is to inform members about the activities of the organization; and the publication is not available to nonmembers by paid subscription or newsstand sales.
 - ii. Benefits which are given to the donor in recognition for the gift but were not promised at the time of the gift and were not expected by the donor at the time of the gift are also "de minimis" and do not affect the tax-deductibility.
6. Credit for donations is given according to "legal" and "soft" credit. Legal credit is given to the entity from which a contribution is received, who may treat the contribution as a charitable gift for tax purposes. Soft credit is given to show affiliation or recognition for donors who did not directly make the gift and may not regard the gift as a charitable gift for tax purposes.
- a. Legal credit is given to the last entity to have legal possession and control of the funds. Therefore, a gift, which has passed through several sources or is made on behalf of another source, is credited to the entity, which actually distributed the funds to Camillus House. The only exception to this is for contributions made from an entity, which is legally bound by another entity directing the gift, such as a lawyer or trustee.
 - b. Donations made on behalf of another source may be soft credited to the second source. For example, an individual who writes a check on behalf of their bowling league will receive credit for the donation and the bowling league will receive soft

- credit. An individual who writes a check on behalf of a friend who does not have a bank account will receive hard credit and their friend will receive soft credit.
- c. Under no circumstances should a corporate contribution be recorded on an individual record or vice versa. This includes matching gifts.
 - d. Donors who make contributions from both a personal account and a business account will have two separate records. Each contribution will be credited to the account it is drawn on. The reciprocal account may receive soft credit.
 - e. Donations made through pass-through organizations such as the United Way, Foundation of Jewish Philanthropies, Dade Community Foundation, or other Charitable Giving Funds are credited to the donor directing the gift. The pass through organization receives soft credit for the gift.
7. Camillus House does not promise publicity or media coverage as a condition to receiving a charitable contribution. Gifts having such conditions attached are referred to the Board of Directors for review and final acceptance.
 8. The needs and interests of the donor and the institution must be considered when accepting all donations. Both parties should avoid unrealistic terms. Camillus House has the right to protect itself from unreasonable demands.
 9. Camillus House does not accept any gift, which may require maintenance or other forms of financial support of over \$50,000 in the future without the approval of the Board of Directors. This includes, but is not limited to, gifts of property, which may require upkeep and maintenance.
 10. Not all forms of income are considered donations. Following is a non-inclusive list of some examples of income, which the Advancement Department does not record as a donation or recognize a donor for:
 - a. *Payments:* gifts made in payment of receipt of an item from Camillus House, including any items distributed to staff or other persons when it is determined that the item cannot be used by Camillus House (i.e. the proceeds from sale of an automobile that Camillus House cannot use)
 - b. *Prize Drawing Revenues:* any gifts made as a purchase of prize drawing tickets

- c. *Contract revenue:* payments to Camillus House from another source in return for specific services provided by Camillus House, as specified in a grant agreement or other letter of agreement
 - d. *Discounts:* donations made in the form of a discount off of a product or service purchased by Camillus House.
11. Some contributions may be recognized by Camillus House, but are not tax-deductible charitable gifts. Following is a non-inclusive list of some examples of recognized contributions, which are not considered charitable gifts for tax purposes:
- a. *Out of Pocket Expenses:* payments made by a donor to a vendor for materials or services utilized on behalf of Camillus House, including expenses incurred by a donor volunteering for Camillus House.
 - b. *Services:* professional or personal services or time which are freely given and which easily can be valued by the usual market cost, including free broadcast time or pro-bono legal services
 - c. *Limited Use of Private Property:* the right to rent-free use of a home, office, commercial property, or piece of equipment owned by the donor for a specific event or purpose for a specific period of time.

B. Gifts of Cash:

- 1. Gifts of cash may be made via check, money order, credit card, payroll deduction, or direct cash.
- 2. All cash contributions are processed as follows:
 - a. Cash contributions not received through the mail are held in the Finance Department safe until they are processed with the regular mail donations. From time to time, donations are received through other departments and forwarded to the Database and Gift Processing Administrator Administrator.
 - b. The Database and Gift Processing Administrator adds up all incoming cash donations, including those received by mail, those held in the safe and those derived from other areas, on a daily basis. Donations are kept together with the envelope they arrive in and any correspondence included.

- c. DATABASE AND GIFT PROCESSING ADMINISTRATOR The Database and Gift Processing Administrator or other designee enters the donation data into Raiser's Edge. All donations are entered in batch format, with each batch containing all the gifts received on one day and deposited into the same fund. Each donation is coded according to its specific characteristics, including the campaign, fund, appeal, gift type, special notes and acknowledgment letter to be generated. Notes of special donations and correspondences are placed in the donors' file on Raiser's Edge as well as copies of such correspondence in the donor's file if he/she is a Major or Mid-Donor of Camillus House.
 - d. Non-donations included with the daily cash are not processed by Advancement. Non-donations may include mortgage payments, sale profits, reimbursements, employee insurance payments and other items not considered to be a donation. These payments are ignored by Advancement until they are turned over to the Finance Department with the donations for deposit.
 - e. The Database and Gift Processing Administrator prints a "Batch Commit Control Report" when the batch has been completely entered he/She reviews the report for errors before the batch is posted. No changes may be made once the batch is posted.
 - f. The DATABASE AND GIFT PROCESSING ADMINISTRATOR puts together the Batch Commit Control Report with a copy of the Daily Batch Sheet already submitted to Finance.
 - g. Advancement will forward copies of any relevant donations and/or correspondence to the Grants Management or other specific departments as necessary.
3. All cash donations receive an acknowledgment letter, regardless of the amount of the gift. The DATABASE AND GIFT PROCESSING ADMINISTRATOR generates acknowledgment letters.
- a. It is critical that a donor be thanked for his/her gift as quickly as possible. While it may not always be possible, a 48-hour turn around time from the time the gift is received until the time an acknowledgement is sent is the goal of Camillus House.
 - b. The acknowledgement letter should always include the following items:

- i. The date on top of the letter (if the gift was received at or toward the end of the year, i.e., December 31, and is determined by the postmark on the envelope, make certain that in the body of the letter the words “your gift, which was received on December 30, 200_,” are included.
 - ii. A salutation, which is appropriate for the donor and the signer’s relationship to the him/her (i.e., Dear Mr. and Mrs. Smith, or Dear John and Mary). As a rule of thumb, one should remain formal unless the donor is fairly well known.
 - iii. The amount of the gift.
 - iv. Any restriction or designation placed on the gift.
 - v. A notation that the entire gift is considered tax-deductible, if that is the case. In the case of a special event, only the actual amount that would be a contribution may be considered a gift.
- c. Care is taken to ensure that a donor does not receive the same letter twice.
 - d. At the end of the letter, a handwritten note such as “Thanks again for considering Camillus House”, from the person signing the letter is always helpful in cultivating future gifts.
 - e. The DATABASE AND GIFT PROCESSING ADMINISTRATOR selects which type of acknowledgment letter to generate during the gift entry process. Letters may fall into one of several categories:
 - i. *Regular:* a form letter specific to the current month, written by the President and edited by Advancement; individuals and organizations receive slightly different versions of the same letter
 - ii. *Tribute:* a special letter referring to the specific person whom the gift was in memory or honor of; mentions whether the family of the tributee has been notified of the gift.
 - iii. *Special:* A special, more personalized letter for major gifts or other gifts deemed worthy of special attention by

Advancement or the President. When the gifts is between \$499 and \$9,999 the acknowledgment letter is signed by the Vice President of Institutional Advancement, if it is more than \$9,999 but less than \$24,999 is signed by the President and if the gift is over \$24,999 is signed by the Chairman of the Board of Camillus House. Inc.

- f. The Assistant to the President is responsible for generating and tracking all correspondence with Estates, Wills, Trusts, or other entities requiring special, legal correspondence.
- g. The Assistant to the President is responsible for generating any personal correspondence from the President to a donor. The Assistant forwards copies of any acknowledgment letters generated to Advancement for filing.
- h. The data necessary for generating the letters is exported from Raiser's Edge to the word processing system. The Database and Gift Processing Administrator prints the letters, making any necessary changes or personalizations as the letters are generated. He/She reviews the letters before they are given to the Brothers of the Good Shepherd representative for signing. The President signs and returns the letters to Advancement for mailing within 24 hours.
- i. If the gift received is over \$499 the donor receives a personal thank you phone call from the Vice President of Advancement. The Database and Gift Processing Administrator is responsible for tracking all gifts received over \$499 and placing the name and phone number of the donors under Raisers Edge weekly calls section every week.

C. Tribute Gifts - Tribute gifts are handled in the same manner as regular cash gifts, with the following additions to the procedure:

- 1. The contribution is coded as a tribute gift when recorded in Raiser's Edge. The name and address of the tributee, in addition to that of the donor, are recorded.
- 2. If the gift is in tribute to a living person, the DATABASE AND GIFT PROCESSING ADMINISTRATOR sends a card to that person notifying them of the name and address of the donor. If the person is deceased, the DATABASE AND GIFT PROCESSING ADMINISTRATOR sends a card to the family of the deceased. The amount of the gift is not disclosed unless the donor requests it.
- 3. Holiday tributes are defined as donations made to Camillus House in the name(s) of others in lieu of holiday gifts. Requests for Camillus



House to send cards to lists of people acknowledging a holiday gift in their name are addressed on a first come, first served basis. The Advancement Department sends the regular Camillus House holiday card, with an insert saying that the donor made a holiday donation in their name. To cover the costs of doing this, the donations must be for at least \$5 per person. All requests must be received by December 15.

4. The DATABASE AND GIFT PROCESSING ADMINISTRATOR notes on Raiser's Edge under the donor's record the date the card is sent.
5. The donors receive a tribute acknowledgment letter.
6. Files are maintained on all tribute gifts.
7. Individuals memorialized through a tribute gift are recognized in the Clarion.

D. Pledged Gifts

1. A pledge is a formal promise from a donor to give a specific gift over a specific amount of time. A pledge may be made in conjunction with a special campaign, or as a regular donation.
2. Pledges are not considered official until the signed donor agreement is on file, outlining the terms of the pledge. Verbal promises are considered to be rumors.
3. Pledges are considered to be "cash in the bank" for financial reporting purposes.
4. Written pledges are forwarded to the Advancement Department. The DATABASE AND GIFT PROCESSING ADMINISTRATOR enters the pledge into the Raiser's Edge database. Amounts and dates payments due are all entered.
5. Payments on pledges are entered along with all other donations. When entered, the payment is credited to that pledge.
6. Pledge reminders are generated on a quarterly basis for all outstanding pledges.
7. Delinquent pledges are sent reminders when they are one month overdue. A second reminder is sent after two months. A third reminder is sent after three months.
8. A pledge is written off after it is one year overdue. Financial reports reflect this write off.
8. Donors receive an acknowledgment upon making their pledge. They also receive acknowledgments for each payment made. Donors also

receive full donor recognition upon signing the pledge rather than waiting for full payment to honor them.

10. Employee payroll deductions are entered via a printout from the accounting department each pay period. Employees receive a receipt if they request one.
11. A copy of the pledge agreement is kept in the donor's file. Pledge cards associated with a particular campaign are maintained in one file box in alphabetical order for easy reference.

E. Regular Gifts-In-Kind

1. Camillus House solicits in-kind donations in order to alleviate or decrease expenses for programs, administration, or special events.
2. Camillus House accepts in-kind donations in several ways:
 - a. Donors may drop items off at the Camillus House facility, located at 726 NE 1st Avenue, Miami, Florida.
 - b. Donors may send their donations through the US Post Office or other mail services.
3. Camillus House provides receipts in the following ways:
 - a. Camillus House uses a two-part receipt for all regular in-kind donations. Donors are given the top copy for their records; Camillus House retains the bottom copy.
 - b. All donors who drop items off are given a receipt if the drop off is made during normal business hours, unless they request not to receive one. Donors who leave items at other times are responsible for getting their own receipt.
 - c. Camillus House does not provide an appraisal of items or endorse any value claimed by the donor.
 - d. It is the responsibility of the donor, not Camillus House, to obtain and keep the receipt. Camillus House is willing to provide every donor with a receipt; however, the final responsibility lies with the donor to request a receipt at the time of their donation if they are not automatically provided with one.
4. Acknowledgment letters are generated only for donations valued at over \$500 or designated as a special gift by a Department Director.

The Advancement Department is responsible for generating these letters. The respective Department Directors will sign the letters.

5. Camillus House advises the donor of the following IRS requirements:
 - a. The donor must complete IRS Form 8283 if the total claimed value exceeds \$500.
 - b. The donor must have a written appraisal by a qualified appraiser on all gifts in excess of \$5,000. A qualified appraiser cannot be the donor, Camillus House or person employed by or related to the donor or Camillus House. The appraiser is required to certify Form 8283 for the donor and agrees that their fee was not based upon a percent of the appraised value.
 - c. Camillus House is required to complete IRS Form 8282 (Donor Information Return) and send a copy to the donor and the IRS if Camillus House sells, transfers or disposes of the property within two years after the date of the receipt of the contribution if the original declared value exceeded \$500.
6. All gifts in kind are recorded in the Raiser's Edge database. Each gift is recorded with a value associated with it.
 - a. Gifts valued at under \$500 are recorded with a value of \$1.00.
 - b. Gifts valued at over \$500 are recorded with their actual value. The value recorded is based upon an independent appraisal if the donation is from an individual. The value is based upon an official invoice detailing the retail value if the donation is from a business.

F. Gifts of Life Insurance

1. Camillus House accepts all gifts of life insurance. Donors wishing to make such a gift are referred to the Finance Department for assistance.
2. It is not the policy or intent of Camillus House to buy life insurance policies or promote the sale of life insurance to donors and prospective donors. Gifts of life insurance owned by the donor, however, are accepted.
3. Gifts of Life Insurance are acknowledged following the same procedures as gifts of cash.
4. Gifts of Life Insurance are recorded in the Raiser's Edge database according to their value on the date transferred to Camillus House.

G. Gifts of Securities

1. Camillus House accepts gifts of readily marketable securities. Camillus House does not accept any securities, which, in the opinion of the Chief Financial Officer, have no apparent value or in any way could create a liability for Camillus House.
2. Gifts of securities may be made in the following ways:
 - a. Donated securities may be sent by certified or registered mail, or delivered by hand. A stock power of attorney form signed by the donor and naming Camillus House as transferee, should be sent in a separate envelope.
 - b. Donors may instruct their broker or agent to transfer securities to Camillus House as gifts. The donors should instruct their broker to immediately notify Camillus House of the gift and to request instructions for correct handling of securities. Securities and certificates do not need to be issued in the name of Camillus House. Only a signed stock power of attorney is required to effect transfer.
 - c. Securities may be transferred directly from the donor's broker to Camillus House's broker. The donor's broker should send the transfer through DTC to Camillus' account as instructed by the Chief Financial Officer. The Camillus House account number to be transferred to must also be included.
3. Gifts of securities are recorded in the Raiser's Edge database according to their value. Valuation of the gift will be made according to the value of the stock on the date of transfer. The date of transfer will be the date verified by the bank if the securities are transferred directly, or the date on the envelope if the securities are sent to Camillus House by mail. The value will be the mean between the high and low prices at which the security was traded on the date of acceptance. If there were no sales on that date, the value shall be determined by taking the weighted average of the means between the highest and lowest sales on the nearest dates before and after the date of acceptance.
4. Gifts of securities are acknowledged according the same procedures as gifts of cash.
5. Upon receipt of the marketable securities, the following dispositions may occur by recommendation of the Chief Financial Officer:
 - a. As a general policy, the securities are sold immediately upon receipt through Camillus House's broker on an open market.

- b. In selected instances, the Chief Financial Officer may recommend that the securities be retained for their dividend, except securities of corporations not adhering to the Sullivan Principals.
 - c. If determined to be advantageous, the dividends realized may be applied to a Dividend Reinvestment Plan to purchase additional stock.
6. Stock controlled under SEC (Securities Exchange Commission) Rule 144 (restricted stock that must be held for a certain time period before it can be sold) will be held until the restriction on sale expires and then will be immediately sold in the same manner as described above.

H. Gifts of Real Estate

1. The President has overall responsibility for handling inquiries, negotiating with donors, assembling the documentation, presenting the gift to the Board of Directors and marketing real property gifts. All inquiries regarding gifts of real property are referred to the President. The President has authority to negotiate with donors, and to retain appraisers, surveyors, realtors and other technical consultants.
2. The Board of Directors has final determination of accepting or rejecting the gift, based on recommendations and materials presented by the President. Items to be considered in the evaluation are listed below.
 - a. Property which is subject to liens, unpaid mortgages, deeds of trust, judgment liens, unpaid taxes or assessments, mechanics' liens or other encumbrances is evaluated as "bargain sales", an arrangement whereby a donor offers property to Camillus House at a price significantly below its market value. Properties subject to encumbrances are considered for acceptance only if evaluation convincingly demonstrates that the property can be sold at a price that exceeds the aggregate amount of the encumbrances and any costs associated with satisfying them.
 - b. A field visit is conducted if initial information indicates that an offer is serious and the property seems potentially profitable. The President or an authorized representative, which may be a local realtor, visits the property with the following purposes:
 - i. To identify any potential problems not evident from initially supplied information;

- ii. To identify any environmental conditions that would argue against Camillus House sale of the property;
 - iii. to identify potential environmental problems including but not limited to the presence of toxic chemicals or other pollution. (If such problems seem to exist, the President will decide whether to forego the gift or to retain consultants to undertake a more detailed analysis)
 - c. At no time will a gift of real property be accepted without a Phase I Environmental Survey being performed.
 - d. Camillus House should have a realtor analyze the property to evaluate the existence of a market for such property. Camillus may request that the donor provide such an evaluation from a realtor acceptable to both parties.
 - e. A budget outlining all the projected expenses associated with the acceptance the property, including consideration of the factors examined during the field visit, is prepared and reviewed within one month of the evaluation procedures. A recommendation on acceptance or refusal of the gift is made to the Board of Directors.
3. Camillus House takes steps to protect itself when accepting a gift of real estate. A professional real estate appraiser for the purpose of determining the market value of the property prepares an appraisal, or if deemed appropriate, a statement by a realtor in lieu of a formal appraisal may be accepted. Title certification is obtained prior to acceptance of the property and title insurance or written indemnification by the donor is obtained at the time of acceptance. The donor and Camillus House sign an agreement approved by legal counsel stating the terms of the gift, specifying that there are no restrictions on Camillus House's right to use or convey the property.
4. The donor is responsible for complying with all applicable legal requirements. The donor must obtain their own appraisal for the purpose of establishing the value of the gift for federal income tax purposes; Camillus House does not establish or corroborate the value of any property for the purpose of substantiating the donor's income tax charitable deduction. Except in extraordinary circumstances, Camillus House does not pay for legal assistance, appraisals or other services on behalf of the donor. In the event that Camillus House does contemplate making such payments, the property is evaluated as though it were subject to liens and encumbrances.

5. Property that is bequeathed to Camillus House is evaluated like other real property gifts. Donors contemplating making such a gift to Camillus House are encouraged to consult with Camillus House and the donor's legal counsel.
6. Camillus House retains the right to keep the property for use or for investment purposes, or to sell the property. Local zoning ordinances, land-use plans and community attitudes are considered in the decision whether to retain or sell the property. If the property is to be sold, a qualified real estate professional is retained. The Board of Directors before acceptance must approve any offer that is below 70 percent of the appraised value. The Board of Directors and the Chief Financial Officer must approve financing offered by Camillus House to a purchaser and such terms must be secured by a mortgage or deed of trust on the property.
7. Camillus House is required by law to notify the IRS of the resale price if the property is sold at a price lower than the independent appraisal within two years of the contribution.
9. The President maintains all files and correspondence pertaining to real property. Deeds to real estate properties are filed in the Finance Department.
10. Gifts or real estate are acknowledged according the same procedures as gifts of cash, upon formal transfer of the gift.

I. Gifts of Personal Property (Art, Automobiles, Boats, Aircraft, Misc.)

1. Art and other collectibles are accepted following the same procedures as regular gifts-in-kind with the following additional conditions:
 - a. Camillus House retains the right to sell the gifts. No commitment is made to keep the art or other collectibles if not suitable for display at Camillus House.
 - b. It is the donor's responsibility to secure, arrange and/or pay for appraisals to establish their charitable income tax deduction. The IRS requires that the donor must pay for an appraisal by an unrelated qualified appraiser for gifts with an estimated value in excess of \$5,000.00. Camillus House is required to notify the IRS of the sale price of any gift sold within two years of the date of the gift.



- c. If a work of art or other collectibles has appreciated since being acquired by the donor, the donor will be informed that the gift may not be related to Camillus House's "charitable purpose" and therefore that the same tax deduction may be less than if given to an art museum.
 - d. Unless an independent appraisal is provided, the gift is carried on Camillus House's financial records at \$1.00.
 2. Gifts of automobiles, boats, aircraft and other vehicles are accepted following the same procedures as regular gifts in kind with the following additional conditions:
 - a. Camillus House accepts vehicles only if they are in working order or are easily sellable. Vehicles must be free of liens and the owner must be able to prove that they are the rightful owner.
 - b. Camillus House performs a physical inspection prior to acceptance. If the vehicle is an aircraft, the owner must furnish the last annual inspection report and log books for the airframe and engine.
 - c. Camillus House assumes the cost of maintenance, insurance and storage from the date of acceptance forward.
 - d. The assessed value of vehicles will be determined by the retail "blue book" or appraisal guide value. Camillus House will advise the donors of the following IRS requirements:
 - i. The donor must complete IRS Form 8283 if the total claimed value exceeds \$500.
 - ii. The donor must have a written appraisal by a qualified appraiser on all gifts in excess of \$5,000. A qualified appraiser cannot be the donor, Camillus House or person employed by or related to the donor or Camillus House. The appraiser is required to certify Form 8283 for the donor and agrees that their fee was not based upon a percent of the appraised value.
 - iii. Camillus House is required to complete IRS Form 8282 (Donor Information Return) and send a copy to the donor and the IRS if Camillus House sells, transfers or disposes of the property within two years after the date of the receipt of the contribution if the original declared value exceeded \$500.