

Contributions Policy

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|---|------------------------|
| Policy number | G-007 |
| Category | Administration |
| Sponsor | Admissions Ambassadors |
| Date of Approval (or Revision) | 3/12/2013 |
| Effective Date | 3/12/2013 |
| Version | 1.0 |
| Review Frequency | Annually |

PURPOSE

The Cornerstone Family Schools accepts contributions which are tax deductible to the donor.

DEFINITIONS

Board of Trustees or Board: the body authorized under CFS bylaws to make governance decisions on behalf of CFS.

PROCEDURE

All contributions will be recorded in the general fund. It will be at the discretion of the Board to determine how and when the funds will be used.

Donors will be mailed a letter each year (sample attached below), no later than January 31, which acknowledges their contribution and satisfies the IRS requirements for the donation to be tax deductible.

VERSION HISTORY

| Version | Description | Date |
|----------------|---|----------------|
| 1.0 | Provided guidance to treasurers for acknowledging financial contributions to CFS as a 501 c (3) organization. | March 12, 2013 |
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Sample letter:

Cornerstone Family Schools

Date xx

Dear XXX

Thank you for supporting the mission of Cornerstone Family Schools.

Below is the total of the contributions that you made to Cornerstone Family Schools for the calendar year of 20xx.

| Amount | Date |
|---------|------------|
| \$xx.xx | xx/xx/xxxx |

Cornerstone Family Schools has not provided you with any goods or services in exchange for these contributions. Any benefits you receive are intangible religious benefits as defined by the Revenue Reconciliation Act of 1993. Please retain this document for your records; it is required for any available federal income tax deduction.