



In-Kind Donation Policy

It is HopeWorks' policy to accept donations of in-kind goods on an as needed basis.

Upon request, HopeWorks will provide all in-kind donors with a receipt documenting the date a gift was received and the nature or description of the gift. HopeWorks will not provide the donor with an assigned dollar value of an in-kind gift. Establishment of the "fair market value" of in-kind gifts for the purposes of reporting to the IRS is solely the responsibility of the donor.

HopeWorks separates in-kind donations into two categories: Agency donations and Client donations. Agency donations are in-kind donations utilized for the benefit of HopeWorks as an agency such as in-kind printing services or office furniture. Client donations are in-kind donations that are passed through directly to clients in need (i.e. pantry items, household goods or holiday gifts).

After receipt of an in-kind Agency donation, HopeWorks staff will value the gift for the purposes of recording it in the QuickBooks financial accounting system. Staff will utilize online resources such as Amazon, eBay or the Goodwill Donation Valuation Guide to establish the "fair market value" of an Agency donation.

HopeWorks will not value in-kind Client donations.

Effective Date:

This policy is effective: 9/17/2018