



## WORLD HORIZONS DONOR POLICY AND PRACTICE

### OUR TAX-EXEMPT STATUS

World Horizons is incorporated in the State of Virginia as Horizons Expeditions Inc. and is a 501(c)(3) tax-exempt, non-profit organization annually filing a 990 corporate return with the IRS. A copy of our financial statement is available from the VA State Division of Consumer Affairs in the Department of Agriculture and Consumer Services, PO Box 1163, Richmond, VA 23118. The dispersal of all gifts to the ministry of World Horizons is at the discretion of the Board of Directors. World Horizons is a partner ministry to World Horizons Ltd. a charity registered in the United Kingdom.

### SENDING A GIFT TO WORLD HORIZONS

Please make checks payable to World Horizons and mail them to: World Horizons, 2102 East Main St. Richmond, VA 23223. We suggest that you enclose a note with your check advising us of the ministry or project that has encouraged your interest to give. We would discourage you from making designations directly on your check. Alternatively, if you know the account number of your designated interest please feel free to include that on the memo line of your check.

### DONOR RECEIPTING PROCESS

When a donor sends a contribution to World Horizons it will be recorded in our computer system. The donor's area of interest will also be recorded in the computer so all future gifts will be recorded in the same way unless the donor advises us differently. A receipt will be issued together with an envelope for a future gift. If the gift is the donor's first to the ministry, they will also receive a letter of thanks and a newsletter – Please note that we do not add donors to our general mailing list unless they request this.

At the year end, all donors who have given more than once in the year and all who gave \$250 or more in one donation, will receive a summary statement of giving together with a letter that will generally reflect their area of interest in the ministry. This statement may serve as a record of tax-deductible contributions in place of receipts received during the course of the year, if you itemize your deductions.

When something has been received in return for a gift, for example as a result of participation in a fund-raiser like a golf tournament, the value of the tax-deduction will reflect the difference between the value given and the value received through participation. So, for example in this case, a \$75 golfing fee for which our cost for golfer participation is \$30 will show a \$45 value of the donation. Our receipt contains the words "No Goods or Services were received in return for this gift except to the extent stated".

### OUR GRANT-MAKING PROCESS

We endeavor to honor the preferences of donors with regard to their area of interest in the ministry. Our initial letter of thanks to them states that their interest will be reflected in our next grant to the particular area of ministry in which they are interested. We do not incorporate personal gifts into this process since these are not tax-deductible. If you do not know how to get a personal gift to a missionary we will be glad to enclose a check from you written directly to them in correspondence that we forward to them or send it for deposit to their financial institution.

### YOUR CONTRIBUTION

Tax-deductible gifts to the ministry of World Horizons are made on the understanding that all control of the funds of the ministry is with the Board of Directors of the ministry – see **OUR TAX-EXEMPT STATUS** above. We endeavor to honor the stated interests of donors as reflected in grants to ministries and projects. If a member of the ministry leaves World Horizons or a project has been accomplished funds remaining will be used for other similar purposes.

### IN CONCLUSION

A copy of our financial statement together with independent review is available on request. The review statement is provided by an independent financial treasurer who has examined our accounts to ensure that no mistakes have been made in the handling of the funds of the ministry.