

SECTION 4: CURATIONS

SOP 4-1: Non-Cash Charitable Contributions

I. General

A. This document establishes a procedure for accepting in-kind (non-cash) donations of library and Museum equipment materials.

B. The Curations Committee shall determine the disposition of donated materials, which may be delegated to the museum administrator, and all committee activities will be coordinated with the museum administrator and other Museum committees.

C. Nothing herein is meant to conflict with the Museum's Bylaws or articles of incorporation. In the event of such conflict, the Bylaws or articles of incorporation shall take precedence.

II. In-Kind Donation Procedures

A. Prior to sending or delivering any library and/or equipment materials to the Museum, prospective donors shall read this document and submit, for review, the *In-Kind Donations Application Form* (see Attachment B) to the museum administrator.

1. Restrictions placed on gifts may not be followed.

2. The Museum may not accept materials that are dusty, damp, mildewed, moldy or insect and/or rodent infested.

B. The administrator may forward requests to the curator to determine which materials have historical value and are appropriate for Museum use.

C. The administrator shall communicate the decision to the prospective donor who may be requested to self-store the items using the *Do Not Destroy Sign* (sticker). (See Attachment B).

D. The donor shall package the items in suitable cartons, enclose a *Deed of Gift* form and attach *Inventory Labels* (see Attachment B) to two sides of the carton. Copies of both forms shall be sent to the administrator for inventory records. Duplicate library and equipment items may be stored for replacement in the Museum and for trade with, or loan to, aviation and other museums. Items that are accepted, but not put on display may be sold with the proceeds used for further acquisitions.

E. The donor shall ship the carton(s) to the Museum storage facility indicated by the administrator.

F. The administrator shall issue a *Letter of Donation Acknowledgement* (see Attachment B); all in-kind donations become the exclusive property of the Museum and will not be returned.

G. The administrator shall maintain inventory lists of items indicating the item, source, storage location, etc.

III. Evaluations: If property is donated to a charity, the value of the donation is sometimes difficult to determine. Generally, the value of the gift is the fair market value of the property at the time of the donation, but there are some exceptions to this rule. Items of an historical nature often do not have a fair market value.

The Museum is a 501(c)(3) tax-exempt organization; donations are deductible for income tax purposes.

IV. According to the IRS, there are four value-levels of Non-Cash Charitable contributions:

A. Up to \$250, you may evaluate the contribution yourself and deduct the amount from your Federal income taxes.

B. For non-cash contributions more than \$250 but less than \$500, you need to get a receipt from the charity (Museum) showing its name, the date, and a reasonably detailed description of the property. You also need to make a note of the property's fair market value, and its cost if it has appreciated in value.

C. More than \$500 but less than \$5,000, IRS Form 8283 *Noncash Charitable Deductions* must be used to claim deductions. An appraisal is not required. See Attachment B for access to Form 8283 and other related documents.

D. More than \$5,000, IRS Form 8283 *Noncash Charitable Deductions* must be used to claim deductions for all non-cash donations over \$5,000. An appraisal is required. The donor should seek a qualified appraiser who will issue a signed IRS 8283 Form to the donor. Upon request, the curator may serve as an appraiser. The cost of the appraisal, if any, is not a charitable contribution, but can be deducted as a miscellaneous deduction on Line 22 of Schedule A. Your deduction is limited to your original acquisition cost and a deduction up to 50% of your Adjusted Gross Income will be allowed. For example, if your Adjusted Gross Income is \$30,000.00, you may donate and take a tax deduction of up to \$15,000.00.

V. Depreciated equipment. Drop zone and other equipment that has been depreciated may not be written off. You have already been given tax treatment for depreciated items.

VI. Proponent. Curations Committee chair.