

# Charitable Donations Information

Classical Christian Academy strives to provide a world class education for our students, while keeping our tuition at a level that makes CCA a viable option for families. We rely on the generosity of donors to subsidize our General Operating Budget and help defray the costs associated with retaining qualified teachers, and securing the use of our outstanding facilities – including a first class gymnasium. In addition, donations help provide unique experiences for our students through our expansive electives, sports programs, and musical programs.

As a 501(c)(3) non-profit organization, your contributions to CCA may be tax deductible to the fullest extent of the law. CCA follows IRS regulations on how contributions can be used by our school. If you support our mission, and would like to help ensure that as many students as possible can experience the CCA difference, below are guidelines in compliance to IRS regulations on how your contribution can be reported and maximized by our school.

## Letter of Contribution Recognition

As a 501(c)(3), CCA can provide contribution recognition, which you can use as proof of your donation for a credit when filing your taxes.

- For Cash donations, CCA can give contribution recognition to donations that are designated for a fund that has been established by the Board. Current funds are:
  - Educational (Odyssey of the Mind, Student Council, books, etc.)
  - Building & Facilities
  - Development (marketing, technology, training, etc.)
  - Grants
  - Fine Arts
  - Athletics
  - Scholarships
- Donated goods and services will be recognized with a contribution recognition letter if a donation is accompanied by a copy of the original receipt of the goods/services. For example, a donor who gives a projector to CCA with a copy of the original receipt will in turn receive CCA contribution letter stating the date the donation was made, the item and value of the donation.
- If a donation of goods/services is not accompanied by a copy of the original receipt, CCA cannot declare a value of goods/services donated, but will acknowledge receipt of the goods/services on the documented date donated and the donor is responsible for determining the value for tax filing.

## Designated Donations

Donations can be made for specific purposes, however only Board pre-approved purposes can be recognized as a donation for your tax purposes. So, if for example, you choose to donate a projector for the 2<sup>nd</sup> grade classroom, or money to buy a new basketball net, CCA cannot provide you with a letter of recognition, unless the Board of Directors had previously approved the designation as a need within the school, to which you are responding. Examples of previously approved donations are the items shared on the Wish List on the school's website. The U.S. Securities and Exchange Commission made this rule to protect nonprofits and ensure the Board of Directors and leadership determine the organization's priorities and where its money is spent.

## All Donations

- Donations must be received in the office or postmarked no later than December 31<sup>st</sup> to be given contribution recognition for that year's tax reporting.
- If a donor receives goods/services in exchange for their donation, the donor will only receive contribution recognition for the excess of the contribution over the fair market value of any goods/services received in exchange for the donation.
- Donors should understand that the CCA Board of Directors holds all jurisdictions over the administration of whom the recipients will be, how funds are to be distributed or goods assigned.