

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Disclosure Statement, Written		Number:
		File name: Disclosure, Written
Date	Change Summary	
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(Note, policies are statements or rules, procedures are methods or courses of action.)

1. **Objective or Purpose:** The Williamsburg Players will comply with the following IRS regulations, as outlined in publication 1771.
2. **Policy or Procedure Specifics:**
 - a. At a minimum, The Williamsburg Players will provide a written acknowledgement for any single contribution of \$250 or more.
 - b. At a minimum, The Williamsburg Players will provide a written disclosure to a donor who makes a payment in excess of \$75 partly as contribution and partly for goods and services provided by the organization.