

## **CHARITABLE DONATION RECEIPTS**

### **Background**

Charitable donations are received at the school level and at Division Office. Charitable donation receipts must be issued by Division Office. Schools, school councils, and other bodies affiliated with the school do not have charitable registration status.

A charitable donation occurs when the following three conditions are met:

- a) money or a gift in kind is transferred by a donor to a school or Division Office,
- b) the donation is voluntary, and
- c) the donation is made without expectation of return (i.e. no material benefit to the donor may result from the donation).

The Division requires a minimum donation of \$20 in order to issue a charitable donation receipt.

Schools are not permitted to hire a business to solicit donations on the school's behalf.

### **Procedure**

1. A charitable donation can be received at the school level or at Division Office.
2. Schools will issue a regular receipt from the accounting system for monetary donations received at the school level.
3. A gift in kind is a donation other than cash, for example a sound system. Contribution of services does not qualify as a gift in kind. Donations of equipment and/or materials must be accompanied by a certified appraisal from an independent appraiser capable of determining the current fair market value of the equipment and/or materials. The date of a gift in kind donation is the date that the donor transfers legal ownership to the Division.
4. In order to have an official charitable donation receipt issued, the school must provide the Executive Assistant - Business with written notification of the following:
  - 4.1 accounting system receipt number or certified appraisal;
  - 4.2 donor name;
  - 4.3 donor mailing address;
  - 4.4 amount of the donation (minimum \$20);
  - 4.5 date the donation was received; and
  - 4.6 purpose of the donation.
5. **Schools must provide this notification within two months of receipt of the donation at the school level.** Donations received following the end of a calendar year will not be dated in the prior year unless the donation was postmarked in the prior year.

6. A donor can request that a donation be used in a general area, for example towards the purchase of playground equipment for a school. The donor cannot direct the donation to a specific individual.
7. Monetary donations received at the school level that are material in nature and \ or will be used towards funding a capital project will need to be submitted to the school budget for tracking purposes.
8. The Executive Assistant - Business submits charitable receipts and supporting documentation to the Assistant Superintendent - Business for approval and official signature.
9. Following approval\signature, the Executive Assistant - Business scans the original charitable donation receipt and supporting documentation; both are saved electronically by school year in the Finance directory. The original charitable receipt is mailed to the donor. Original supporting documentation is retained in receipt number order. Scanning, filing, and receipt distribution is handled by the Executive Assistant - Business.

Reference: Canada Revenue Agency – Registered Charity

Amended: December 2015