

## CHARITABLE DONATIONS

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The Board recognizes that members of the public often have the ability and the desire to enhance public education through direct gifts and donations. Therefore, School District No. 41 (Burnaby) is duly registered as a charitable organization for receiving gifts which are intended to further the educational purposes of the District.

Therefore, it is the Board's policy that:

**The Board will receive gifts and provide charitable donation receipts for income tax purposes when the gifts are clearly suited for the furtherance of the education purposes of the district by meeting School District No. 41 requirements. All transactions must be “at arms length” (i.e., no personal gain, right, privilege, material benefit or advantage may accrue to the donor or to a person designated by the donor).**

In implementing the policy, the Board will ensure that the following objectives are met:

1. To promote an interest in, and an incentive for, supplementary support of public education in Burnaby.
2. To provide scholarship funds to promote scholastic achievement and to provide useful assets to the school system generally.

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Date Adopted: 1988-06  
Date(s) Revised

Cross References:

# REGULATIONS AND PROCEDURES

## POLICY #3.17.01

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#### **ADMINISTRATIVE PROCEDURES**

The Canada Revenue Agency sets out stringent regulations regarding the issuing of receipts for tax purposes. This document summarizes some of these regulations, and provides some guidelines for general use. Specific questions should be referred to the Manager, Financial Services.

#### **1. Basic Requirements**

The Manager, Financial Services shall be provided with:

- Donor name, address, postal code.
- Cash amount received.
- Date received.
- Purpose (use) of the gift.

#### **2. Non-cash Donations**

In addition to the applicable basic requirements, the Manager, Financial Services must also be provided with:

- The Secretary-Treasurer's (or designate's) opinion as to the suitability/compatibility of the gift.
- The Purchasing Manager's estimate of the cash value of the donation.

#### **3. Restrictions**

The law precludes issuing receipts for:

- A gift of services.
- Admission fees to fundraising functions (some exceptions).
- Memberships.
- Lottery tickets.
- A gift of little or nominal value.
- Gifts which have, or appear to have, some personal benefit to the donor.

#### **4. Employee Donations**

Donations by employees may be subject to scrutiny by tax authorities. Accordingly, a fair but rigorous application of regulations may be expected as a norm.

#### **5. General**

- Clerical time involved with high volume requests may require school assistance with receipt preparation.
  - Receipts for individual cash gifts below \$20.00 will not be issued.
  - All receipts for income tax purposes will be issued by the district's finance department.
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