

TYPE:	Administrative
TITLE:	Charitable Receipting
NO.:	ADMIN-236
RESPONSIBILITY:	Associate Vice President, Development and Alumni Affairs and Chief Financial Officer
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College Foundation (the Foundation) is a not-for-profit organization that raises funds to support the needs of Durham College (the College) including but not limited to student awards and capital projects. The Foundation is a registered charity and as such, provides tax receipts for all eligible donations.

2. Purpose

This policy and procedure has been developed to provide a clear framework for the controls related to providing charitable receipts and to ensure compliance when issuing tax receipts.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Durham College is a registered charity and has its own charitable status; however, all charitable gifts will be received and receipted by the Foundation.
- 4.2. All funds received will be processed by the Foundation, appropriately recorded, and allocated.
- 4.3. With the exception of those funds specified for endowment, all gifts will be transferred to the College.
- 4.4. Almost all monetary gifts and gifts-in-kind are accepted; however, monetary gifts and gifts-in-kind from tobacco product manufacturers and distributors will be declined.
- 4.5. Official tax receipts will be issued for donations of \$20 or more.
- 4.6. There can be no exchange of business transactions between the donor and the College or the donor and the Foundation as a result of a donation.

4.7. All tax receipts will be issued in compliance with the *Income Tax Act*.

5. Procedure

5.1. Tax Receipts for monetary donations

- 5.1.1. All monetary donations are to be forwarded to the Foundation located in the Office of Development and Alumni Affairs. All cheques must be made payable to The Durham College Foundation. The funds are to be deposited to the Foundation account and recorded appropriately in Raiser's Edge.
- 5.1.2. Receipts are provided for monetary donations over \$20. All monetary donations will be issued tax receipts within two weeks of the gift being received. Donors making a gift more than once a year receipts are suppressed and issued at the end of the calendar year. All official donation receipts are mailed prior to January 31 of each year.
- 5.1.3. Tax receipts will be dated the same day the monetary donation is received. When a donation is received after but close to the end of the tax year, a post-dated envelope is the only acceptable proof of the gift date.

5.2. Receipts for gifts-in-kind

- 5.2.1. A gift-in-kind receipt can be issued for the fair market value (FMV) of the gift on the date that it was donated. The generally accepted meaning of FMV is the highest price that the item donated would bring in an open and unrestricted market between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.
- 5.2.2. For donations that are likely to be valued at \$1,000 or less, the Foundation may prefer to have the value of the donation evaluated by one of the College's qualified employees.
- 5.2.3. For gifts greater than \$1,000, the value of the donation must be determined by an independent appraiser.
- 5.2.4. Canada Revenue Agency (CRA) does not allow donation receipts to be issued for services rendered.
- 5.2.5. Receipts are provided for gifts-in-kind over \$50.

5.2.6. For donations valued at \$1,000 or more, a letter from an independent appraiser must be obtained.

5.2.7. Steps to receipting gifts-in-kind:

- a) Donor must send a letter (if a company, on company letterhead) that includes a description of the gift-in-kind, the date of the donation and amount of the gift-in-kind.
- b) Where gifts are over \$1,000, it is the donor's responsibility to provide a signed, written independent appraisal document. The document will include a description of the gift-in-kind, date of the appraisal, and established FMV.
- c) Where gifts are under \$1,000, a qualified employee with signing authority can provide a signed letter on College letterhead citing a description of the gift-in-kind, date of the donation, established FMV of the gift-in-kind.

5.3. Bequests

Bequests made to the Foundation qualify for tax receipts. Receipts will be issued to the estate of the deceased upon receipt of the funds.

5.4. Payroll deduction

Employees who choose to donate to the Foundation through payroll deduction will have their charitable donations reported through their T4 at the end of each calendar year.

5.5. Issuing official tax receipts

Official tax receipts will be issued by the Foundation in accordance with the Income Tax Act. Receipts are to be numbered and logged accordingly for audit purposes. The Foundation's Treasurer will review and approve tax receipts prior to being issued to the donor. In circumstances where an official tax receipt is voided, it will be attached to the donation log noting it was voided.

CRA regulations require that each official receipt issued contain the following information:

- A statement that it is an official receipt for income tax purposes
- Charitable Registration Number
- Name and address
- Serial number of the receipt
- Day on which the donation was received
- The day on which the receipt was issue (if different)

- Amount of the donation
- Name and address of the donor (person who signed the cheque)
- Where the donation is made by a business, the receipt will cite the name of the business (not the person who signed the cheque)
- Signature of the Executive Director of the Foundation

5.6. Business Receipts

The CRA prohibits the issuance of charitable tax receipts to other charities because they do not pay taxes and do not require tax receipts. In cases when a donation is received from a charity, a business receipt will be used to acknowledge the donation. Many businesses also do not require tax receipts and will receive a business receipt instead.

5.7. Non-qualifying Donations

Official tax receipts cannot be issued for the following types of payments:

- Tuition fees or other payments which any right, privilege, benefit, or advantage may accrue to the donor or a specific student;
- A donation to the Foundation where the donor has directed the contribution to be given to a specified person or family;
- Amounts received by loose collection, where a particular donor cannot be identified as having made the donation
- Amounts received through the purchase of auction items.
- Businesses who donate a percentage of its sales or services to the Foundation in return for being able to promote the relationship.

6. Roles and responsibilities

6.1. The Foundation, through the Office of Development and Alumni Affairs is responsible for:

- Recording all gifts in Raiser's Edge;
- Ensuring that all monetary gifts are deposited and disbursed according to the donor's wishes;
- Preparing official tax receipts;
- Preparing necessary paperwork for transferring funds to the College.

6.2. The College, through the Finance Department, is responsible for:

- Supporting the Foundation with accounting expertise;
- Transferring the donation to the College's accounting system;

- Processing all disbursements as directed by the Foundation.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy or related procedure could lead to the Foundation and College losing their charitable status, thereby preventing its ability to issue tax receipts.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Income Tax Act
- Canada Revenue Agency