

The Division shall acknowledge cash donations for the advancement of education within the Division by issuing receipts which may enable the donor to claim the donation as a tax deduction.

### **Gifts to Schools**

All gifts to a school become the property of the Division.

### **Guidelines**

1. The administration of this procedure shall be carried out under the direction of the Secretary Treasurer.
2. Donations eligible for income tax deductions must be for the advancement of education, specifically:
  - The establishment of student or staff scholarships, or other awards;
  - The purchasing of equipment and furnishings;
  - Enhancement of co-and/or extra-curricular programs.
3. The following types of payments cannot be considered as donations eligible for income tax deductions:
  - Tuition fees, or other payments for which any right, privilege, benefit or advantage may accrue to the donor;
  - Payments to be used to purchase the services of staff, tutors, or similar persons or to purchase books and other instructional materials which are normally paid for by way of fee or rental;
  - Instructional materials fees, rentals for books, equipment and musical instruments;
  - Where amounts cannot be identified as having been made by a particular donor;
  - Donations of services and/or commodities (e.g. merchandise that is stock in trade for the donor, old clothes, furniture, etc.);
  - Amounts paid for tickets for card parties, bingo, lotteries, social functions, graduations or similar activities (concerts, dinners, etc.);
  - Amounts received through loose collection;
  - Payment for membership;
  - Pledges until the amount is actually paid.
4. All donations must be for the enhancement of educational programs with the Division, and/or to the benefit of students of the Division. A gift must be freely given by the donor and no rights, privilege, material benefit or advantage may be conferred on the donor.
5. All funds received shall be processed through the Division's regular accounting system, specifically identified and appropriately recorded.
6. Receipts shall be issued by the school division for all donations equal or greater than \$50. A receipt for less than \$50 but greater than \$20 will be issued upon request.
7. This procedure shall remain in effect only for the period of time that the Division continues to qualify for Canadian Revenue Agency tax exempt status as a charitable organization.

8. This procedure may be amended from time to time provided that the amendments are consistent with Canada Revenue Agency regulations.

### **Procedures**

1. All donations received are to be forwarded to the Secretary Treasurer for consideration as a valid donation "for advancement of education". Any donation may be refused if, in the opinion of the Secretary Treasurer, it is not in the best interest of the education system or is not of a charitable nature.
2. All proposed uses for the amount to be donated must be submitted to the Secretary Treasurer for approval before any commitment is made to the donor.
3. All approved donations shall be disbursed as directed by the donor for the activity approved "for the advancement of education", as soon as possible. The Board shall decide upon the use for funds received without specific instructions for their use.
4. Official receipts, in the format prescribed by Revenue Canada, shall be issued by only the Secretary Treasurer, the Assistant Secretary Treasurer or the Accountant and they are authorized to sign official receipts.
5. An administrator may wish to acknowledge a particular donation in some appropriate manner. This, however, would not constitute an official receipt for tax purposes.