

<p>Title:</p> <p>Charitable Receiving Policy</p>	<p>Effective Date:</p> <p>Last Reviewed & Approved:</p> <p>Scheduled Review Date:</p> <p>Supersedes:</p> <p>Approved by:</p>	<p>December 12th, 2018</p> <p>December 12th, 2018</p> <p>November 2021</p> <p>New Policy</p> <p>Executive Committee</p>
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Mission Statement: To partner with the community to support our Hospital in the delivery of an excellent patient care experience

Vision Statement: To inspire a lifetime of philanthropic support for our Hospital

Values: Integrity, Leadership, Community, Results

POLICY STATEMENT

1. Introduction

The CRA (Canada Revenue Agency) has specific requirements regarding the information included on a donation receipt.

A registered charity may only issue official receipts for donations that legally qualify as gifts. An official receipt must contain all of the information specified in Section 3501 of the Income Tax Regulation.

The St. Thomas Elgin General Hospital Foundation (“the Foundation”) will receipt qualifying gifts of \$20 or more. Gifts under \$20 are documented on a donor’s record, but a receipt will not be issued.

2. Definitions

Advantage: An advantage is the total value, at the time the gift is made, of all property, services, compensation, or other benefits that a person is entitled to receive in relation to the gift. The advantage may be conditional or receivable in the future, either by the donor or a person or partnership not dealing at arm’s length with the donor. An advantage also includes any limited-recourse debt relating to the gift at the time it was made. The calculation of an advantage does not include taxes such as GST, PST, HST, or gratuities.

Eligible Amount of a Gift: This is the amount by which the fair market value of the gifted property exceeds the amount of any advantage received or receivable as a result of the gift. This is the amount for which a registered charity can issue a receipt.

3. Checklist for Issuing a Charitable Donation Receipt

For Gifts of Cash:

- A statement that it is an official receipt for income tax purposes
- The name and address of the Foundation as on file with the CRA
- The Foundation's registration number
- The serial number of the receipt
- The place or locality where the receipt was issued
- The day or year the donation was received
- The day on which the receipt was issued, if it differs from the day of the donation
- The full name and address of the donor
- The amount of the gift
- The value and description of any advantage received by the donor
- The eligible amount of the gift
- The signature of an individual authorized by the Foundation to acknowledge donations
- The name and website address of the Canada Revenue Agency

Note: A tax receipt can be issued only in the name of the individual or organization that actually gave the gift. If the donation is made by a cheque written on a joint bank account, the tax receipt should be issued in both names on the cheque, and the receipt may be used by either party to claim a tax credit.

For Non-cash Gifts, These Additional Elements are Required:

- The day on which the donation was received, if not already indicated
- A brief description of the property transferred to the Foundation
- The name and address of the certified appraiser, if property was appraised
- The deemed fair market value of the property in place of amount of gift

For non-cash gifts, the eligible amount of the gift cannot exceed the deemed fair market value of the item. An appraisal is recommended for items valued at \$1,000 or more.

The Foundation cannot issue receipts for the following:

- Contributions of services provided to the Foundation (services do not qualify as gifts)
- On behalf of another organization or charity
- In a name other than the name of the true donor

4. Electronic Tax Receipts

The Foundation may issue electronic tax receipts, if:

- The receipts contain all the required information (see Item 3, Checklist)
- The receipts can be reproduced by the Foundation
- The receipting information is stored on a system that is reasonably protected from unauthorized access

Receipts may be sent to the donor by email, if:

- They are sent in a non-alterable format such as PDF
- They are signed with an electronic signature, and
- The Foundation keeps copies of all e-mailed receipts

5. Retaining Records of Tax Receipts

The Foundation must be able to reproduce electronic copies of all tax receipts for two years after the year for which the receipt was issued. For ten-year gifts and other gifts of ensuring property, copies of tax receipts must be kept as long as the Foundation is registered, plus two additional years. This information must be stored in a password-protected computer system, and back-up copies of receipts must be kept.

6. Review

6.1 The Charitable Receipting Policy will be reviewed every three years.

6.2 In the interim, this policy may be revised or rescinded if the Board of Directors deems necessary.

6.3 If this policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible in order to ensure they comply with the revised Policy or, in turn, are rescinded.

7. References

7.1 Fundraising Practices Policy

7.2 Gift Acceptance Policy, Including Gifts-In-Kind

7.3 Imagine Canada, <http://sectorsource.ca/managing-organization/gifts-and-receipting/receipting>

7.4 Canada Revenue Agency, <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/checklists-charities/issuing-complete-accurate-donation-receipts.html>