

Issuing Tax Receipts

Purpose:

To grant tax receipts following the Canada Revenue Agency (CRA) regulations.

Directives:

1. Tax receipts will be issued for cash donations over \$20.00 and when requested by donor.
2. Tax receipts will not be provided where a donor receives a benefit of a nominal value.
3. Tax receipts will be issued for in-kind donations following the rules outlined in the *Donor Recognition Directives*.
4. Tax receipt granting for donated services will be done following the CRA regulations such as:
 - a. The company must invoice the Foundation for the full amount of the service;
 - b. The Foundation must pay the company the full amount of the service, and;
 - c. The company issues a check for the donated amount.
5. No tax receipts will be issued for the purchase of an auction item.

Board Members should always refer to the *Donor Recognition Directives*.