

Charitable Receipts	
Adopted: May 1997	Last Reviewed/Revised: January 2, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: V-07 Requests to a School or to the Board VI-31 Trust Funds VI-50 Technological Education Service I-21 Corporate and Community Investment in Education VI-85 Corporate and Community Investment in Education	

Purpose

The issuance of charitable receipts to donors in accordance with the *Income Tax Act*.

Application and Scope

The procedure applies to any individual or company making a charitable donation to the Halton Catholic District School Board (HCDSB) and requesting a charitable receipt in return.

References

[Canada Revenue Agency's Regulation 3501 of the Income Tax Act.](#)

Principles

Charitable receipts are issued in accordance with the detailed rules contained in the *Canada Revenue Agency's Regulation 3501 of the Income Tax Act*.

Requirements

1. Issuance of Receipts

- A requested charitable receipt will be issued for an individual cash gift (donation) of \$25 or more or a non-cash gift of \$100 or more. A gift for this purpose is a voluntary transfer of property, having intrinsic value to the HCDSB, and without the expectation of valuable consideration in return.



- The payment of a basic fee for admission to an event or to a program, whether on behalf of the payer, a dependent of the payer, or someone designated by the payer does not qualify as a charitable donation regardless of whether the payment of the fee was voluntary.
- Contributions of services, i.e., time, skills, effort, which are not property, do not qualify as a gift for tax receipt purposes.
- Donations that include an advantage, such as receiving advertising on a banner, typically do not meet the criteria for a receipt for tax purposes. The Senior Manager, Financial Services should be contacted for clarification.

2. Online Receipt Procedures

- Donations can be made online through School Cash Online.
- Donations are deposited into the HCDSB operating bank account.
- Donations that are deposited are then transferred electronically to the school's School Generated Funds bank account on a monthly basis.
- With these online donations, the receipts are automatically emailed to the donor as soon as the donation has been made.

3. Cash Receipt Procedures

- All donations to a school should be made in the school's name, regardless of whether a charitable donation receipt is required.
- Cash and/or cheque charitable donations to a school must be promptly deposited into the school's School Generated Fund bank account.
- If the donor requests a donation receipt, the following information must be submitted to Financial Services using the Excel template "Charitable Donation Receipt Form" found on StaffNet under Forms - Business Services, through email financehelp@hcdsb.org:
 - The donor's full name
 - The donor's mailing address
 - The amount of the donation
 - Deposit date
 - The name of the school.
- The HCDSB will send the requested charitable receipt to the donor.
- Business Services is responsible for maintaining a numeric file copy of all issued charitable receipts.

4. Non-Cash Receipts (*Gifts-in-Kind*)

- Charitable receipts on behalf of the HCDSB will be issued for non-cash donations, i.e., computers, books, etc., that have a value of \$100 or more and have a useful value to the school and the HCDSB.
- Gifts in kind of less than \$1,000 may be appraised internally for tax purposes.



- Gifts in kind of \$1,000 or more require an independent external appraisal at the expense of the donor.
- Documentation on transfer of ownership (*I hereby transfer ownership*) on donated assets is to be prepared by the donor. This document shall give the specifics on the transfer of ownership to the school, i.e., serial numbers, description and quantity.
- Above documentation is to be forwarded to Financial Services. After reviewing, Financial Services, will issue a charitable receipt directly to the donor.

5. Charity Information Return:

- Each school is responsible for maintaining records in support of its charitable funds received, on hand and disbursed.
- On or before January 31st of each year, the school will submit to Financial Services, a detailed summary on each charitable fund and/or non-cash donation for the previous calendar year.
- The Senior Manager, Financial Services, will file a registered *Charity Information Return* to Canada Revenue Agency within six months after the end of HCDSB's fiscal period.
- The HCDSB can lose its charitable registration if it issues receipts that contain false data.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board