



Quick Tip: Donation Tax Receipts

Charitable Donations - General

- The school board has established itself as a charitable organization and must operate within the regulations set out by Canada Revenue Agency. Therefore it is necessary that all donations meet Canada Revenue Agency guidelines to be eligible for tax receipt.
- Donors will be permitted to direct their gifts to specific schools, programs, services and activities.
- The full amount of every donation shall be used for its intended purpose, if specifically stated...
- Individual schools are not charitable organizations and cannot issue tax receipts.
- The school board may issue tax receipts for donations made to a school PAC if the PAC is not itself a registered charity and if the money is held in trust at the school board office.
- Gifts in kind are non-monetary donations of real property (e.g. a piano). A gift in kind, however, does not include a gift of services. Schools may use their discretion as to whether the goods offered are useful to the school.
- Receipts for income tax purposes will not be issued for donations received from other registered charities (e.g. Vancouver Foundation).
- Any disbursements relating to that donation should be forwarded directly to the Financial Services for payment

Procedures for Tax Receipted Donations – Cash and Cheques

When an official donation receipt for income tax purposes is required:

- Forward donations to Financial Services along with a list of donors and the approval of the school's principal.
- **If the donations are a result of a campaign, the school or PAC should deposit individual cheques and issue one cheque to North Vancouver School District 44.**
- Enter donor information on the **Donation Upload Template** spreadsheet provided on NovaCom in Forms Central. The following is a list of required fields:
 - a. Trans No. will be filled in automatically. Each sheet has a limit of 99 transactions.
 - b. Donation Date is the date the cheque was received.
 - c. Payment Type :Cheque (CQ)
 - d. Cheque Number as shown on payer's cheque
 - e. Amount donated : amount of cheque or cash received
 - f. Payer: Company Name or Last Name, Complete First Name as shown on cheque.
 - g. Description: e.g., 2007-08 Playground Campaign
 - h. Address Line 1 – street address including apartment number
 - i. Address Line 2 – if required
 - j. City, Province
 - k. Postal Code
 - l. Columns L to Q will be completed by Finance Department
- This electronic form is available to a PAC from the school office or from Financial Services at the school board office.
- Financial Services will record the donation and issue a receipt.

Procedures for Tax Receipted Donations – Gifts in Kind

Financial Services will issue tax receipts for the fair market value of the gifts in kind donated to the school or PAC. The fair market value can be established in one of the following ways:

- Appraisal by a knowledgeable school district staff member for gifts with value under \$1,000 (e.g. IT for computers, Shop Teacher for tools).
- Written appraisal by an independent third party for gifts with value over \$1,000.
- Amount paid for the item if an original receipt is provided (receipt can not be older than 3 months).

All appraisals should include the name and address of the donor and a letter from the school principal stating that the school has received the donated item.

When an automobile is received as a donation, title must be transferred to the school district. A copy of the processed registration must accompany the appraisal.