



SECTION:	Financial	POLICY:	Gift Acceptance
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REVIEWED:	Nov/22		
REVISED:	Jan/23	NEXT REVIEW:	Jan/26

Policy:

Community Care Northumberland solicits and accepts gifts for the purpose of building our capacity to fulfill our mission and vision. While CCN is grateful for all donations we acknowledge we may occasionally receive items or gifts that have not been solicited and may not align with our priorities or be a benefit to the organization.

Procedure:

Gifts Generally Accepted Without Review:

Cash

Cash gifts are acceptable in any form, including cash, cheque, money order, credit card or online donation through a third party such as Canada Helps. Credit card donations are acceptable by Visa or MasterCard and the donor must provide the name of the cardholder, card number, expiry date and the CVV.

Marketable Securities

Donors are encouraged to transfer marketable securities to an account held at Financial Institutions with which CCN has a working relationship with. All marketable securities will be sold at market price promptly upon receipt unless directed otherwise by a signing authority of the organization.

In some cases, marketable securities may be restricted by applicable securities law or the terms of the proposed gift; in such cases the decision on whether or not to accept will rest with the Director of Donor Relations in consultation with the CEO.

Bequests

Donors are encouraged to make bequests to designate a portion of or all of their assets to CCN as a gift in their will.

Gifts Accepted Subject to Prior Review:

***Tangible Personal Property**

A review will be undertaken to determine the following:

- Does the property further the organizations mission and vision?
- Is the property marketable?



Community Care NORTHUMBERLAND

- Are there any unacceptable restrictions imposed on the property?
- Are there any carrying costs for the property that CCN may be responsible for?
- Is the title/provenance of the property clear?

***Real Estate**

Criteria for acceptance of gifts of real estate include:

- Is the property useful for the organization's purposes?
- Is the property readily marketable?
- Are there covenants, conditions, restrictions, reservations, easements, encumbrances, or other limitations associated with the property?
- Are there carrying costs such as insurance, property taxes, mortgages, maintenance expenses?
- Should an environmental review be undertaken and if so, does an audit reveal the property in need of remediation?

***Gifts in Kind**

Proof of value in the form of an invoice or appraisal must be obtained in order to issue a tax receipt per CRA guidelines.

Use of Outside Advisors/or an Appropriate Contractor:

CCN will seek the advice of an outside advisor or appropriate contractor in matters relating to the acceptance of gifts when appropriate. Review is recommended for:

- Gifts of securities that are subject to restrictions or by-sell agreements.
- Documents naming CCN as trustee or requiring CCN to act in a fiduciary capacity.
- Gifts requiring CCN to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property which may be subject to environmental or other regulatory restrictions.

CCN urges all donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

****For gifts requiring review, the review will be completed by the Director of Donor Relations in consultation with the CEO.***