



CommunityCare NORTHUMBERLAND

SECTION:	Financial	POLICY:	Donation Receipts
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Policy

All donations (gifts, bequests, gifts in kind) received by a representative of CCN (volunteer, staff, board, or committee members) become the property of CCN. CCN will ensure that all donations will be administered for the purposes for which they are given and/or the betterment of the organization.

Donation receipts will be issued by CCN for all gifts received in accordance with the policies and requirements of the Canada Revenue Agency.

Procedure

1. When a monetary donation is received, it will be deposited into the bank account within seven working days.
2. A charitable receipt will automatically be issued for any cash donations of \$20.00 or more. Upon requests from donors, receipts for lesser amounts will be issued.
3. Donation receipts must be prepared using the approved computer program with information backed up on a regular basis.
4. The receipt must contain the following information:
 - a) a statement that it is an official receipt for tax purposes.
 - b) name and address in Canada of our organization as recorded with the Canada Revenue Agency
 - c) the registration number assigned by the Canada Revenue Agency
 - d) When the donation is by cash or cheque, the day on which the donation was received.
 - e) Where the donation is a gift of property, the day on which the donation was received, a brief description of the property, and the name and address of the appraiser of the property if an appraisal is done must accompany the in kind donation.
 - f) The day on which the receipt was issued differs from the receipt date.
 - g) Name and address of the donor
 - h) The amount of the donation
 - i) Signature of an approved signing authority as per CCN By-Laws.
5. Where a receipt is lost and a new receipt is issued, the replacement receipt must be clearly identified as a replacement receipt and must show the serial number of the receipt which it replaces. A receipt which is spoiled must be marked 'cancelled' and both the original and duplicate retained.
6. Donation receipts are not to be issued when the price of admission to an event includes participation in a lottery, draw, or game of chance where the prizes have more than a nominal value.
7. Receipts will be issued no later than February 28th for donations received in the previous calendar year.



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8. Donations of property will require documentation that supports the value assigned to the property for charitable donation purposes and under no circumstances can the value assigned exceed the fair market value of that property on the day the donation was received.