



# Regina Roman Catholic Separate School Division # 81

<b>Fiscal Management 4301</b> <b>Donations, Gifts, and Bequests</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	June 4, 2018
	<b>References:</b>	The Education Act, 1995 Sec. 134 (2)(d) Income Tax Act Canada Customs and Revenue Agency ER-4 Financial Condition and Activities
	<b>Status:</b>	Operational

### Preamble

The Regina Catholic School Division has the status of a "Registered Charitable Organization" within the terms of the *Income Tax Act*.

### Application

The school division authorizes the acceptance of donations, gifts, and bequests in accordance the guidelines specified by the Canada Revenue Agency.

Donations and gifts-in-kind shall be for the advancement of education and operate in conjunction with the school division mission, belief statements, religious and educational mandate, and Board policy.

1. All donations, gifts, and bequests become the property of the school division. Donations, gifts or bequests to the school division may be in cash or in kind.
2. Unrestricted cash gifts in excess of \$25.00 will be automatically receipted for income tax purposes. Unrestricted cash gifts under \$25.00 will be receipted for income tax purposes upon request.
3. Restricted cash gifts in which conditions are too restrictive to be implemented may result in the donor being requested to modify its conditions.
4. Prospective gifts-in-kind donors will be referred to designated school division personnel to assess the appropriateness of the intended gift. Independent appraisals(s) will determine the value of the gift for tax receipt purposes if fair market value is over \$1,000. School division staff will determine the value of the gift for tax receipt purposes if fair market value is under \$1,000.
5. The following gifts do not qualify as charitable donations:
  - a. Donations of services, where the donor requests a receipt for the value of services rendered in lieu of cash payment.
  - b. Donations of merchandise where the cost has been charged as a business expense by the donor.
  - c. Donations of used clothes, furniture, and similar items of nominal value to the donor.



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- d. Donations received in a general collection where specific gifts cannot be identified with specific donors.
  - e. Payments for tuition fees or any other payment that would convey a specific privilege, benefit, or advantage to the donor.
6. Staff shall not make donations on behalf of the school division with the exception of donations arising from fundraising activities.
7. Staff may participate on behalf of the school division at a fundraising event if the event is aligned with the school division's strategic plan or is sponsored by an organization with which the school division has a formal partnership agreement.