



Tax Receipting Guidelines



Donations

- A charitable donation receipt will be issued by the Foundation for regular donations of money. Full address information for the donor must be attached. A suggested minimum value for a tax receipt is \$20.00.
- Tax receipts can be issued only to individuals and organizations that make a donation *without receiving a product or tangible item in return*. This means tax receipts cannot be issued for the purchase of raffle tickets, lottery tickets, event admission, green fees or any auction purchases.

Gifts-in-Kind

The Foundation will issue charitable tax receipts to individuals and businesses for the donation of a gift-in-kind (a gift of property other than cash) if provided with adequate documentation. Gift-in-kind items must be new, unopened and accompanied by a receipt of purchase stating the value in order to qualify for a tax receipt. Gifts of artwork, wine or collectibles must be accompanied by a recent independent appraisal verifying the value or a receipt of purchase to clearly indicate the Fair Market Value (FMV) of the gift, regardless of value.

Documentation

Within 30 days of the event date, the Event Host(s) must provide the Foundation with the following documentation, including:

- The first and last names of all donors
- Mailing addresses, including city and postal code
- List and value of benefits the donors received (if any)
- Amount eligible for tax receipt for each donor

The following information is based on Canada Revenue Agency (CRA) guidelines. Detailed CRA guidelines can be found on CRA's Charities and Giving website: www.cra-arc.gc.ca/tx/chrts/menu-eng.html

If you have any questions about the tax receipting process after reading these guidelines, please contact the Foundation well in advance of your event.