

1. Acknowledge all tax receiptable donations and gifts by February 28th of the following year. If receipts are included, they must feature the wording required by the CRA.
2. Gifts over \$100 will be acknowledged by the executive director.
3. If no goods or services were received in exchange for the gift, insert “No goods or services were received in exchange for your gift. Therefore, the full amount of your contribution is tax-deductible as allowed by law.” If a good or service was received, the organization must inform the donor of its fair market value in order for the donor to know the tax-deductible portion of the contribution. “In exchange for your contribution of \$500, you received a book with an estimated fair market value of \$75, so \$425 may be treated as a charitable donation.”
4. The executive director or designate will personally contact donors of \$1,000 or more to thank them.

Any questions related to the content of this policy or its interpretation should be directed to the Board of Directors.

Date Accepted: September 20, 2016

Date Reviewed: _____