

The purpose of this policy is to ensure that the Medical Mercy Canada Society accepts gifts-in-kind that support its mission, are consistent with its policies and are properly accounted for and acknowledged including a charitable tax receipt if appropriate.

A gift-in-kind is an item such as equipment, software or a product that a donor voluntarily transfers to MMC without charge or consideration.

Only MMC's executive director, board of directors and designates have the authority to accept gifts-in-kind.

If the donor would like a tax receipt, the donor must complete a gift-in-kind form that includes the name of the donor, a description of the item(s), the market value of the item(s) and permission to publicly recognize the donation.

Once accepted, the donated item(s) become the property of MMC, which retains the right to dispose of a gift-in-kind as it sees fit, unless another arrangement has been made with the donor.

If MMC were to sell or auction off the item to turn the gift into cash, an official receipt can be issued to the buyer but only for the amount above the verified retail or appraised value as per the CRA regulations. For example, a piece of art is donated and has been appraised by two appraisers for more than \$1,500 (gifts less than \$1,000 do not need to be appraised). At an auction a buyer wins the bid and pays \$2,000. A receipt can be issued for \$500 ($\$1,500 - \$2,000 = \500). If the bid is \$1,500 or less, no receipt can be issued.

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: _____