



CALGARY BOARD OF EDUCATION

Administrative Regulation 7009 - Donations from the Community

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PART 1 GENERAL

Advancement of education **1** The Calgary Board of Education will accept donations and/or contributions for the advancement of education of students from individuals and organizations.

Donations in **2(1)** Donations from individuals or groups including volunteer help and

the best interests

occasional gifts of materials and supplies from individuals and organizations, may be acceptable if they are in the best interest of the Calgary Board of Education.

- (2) A donation may be refused if, in the opinion of the Chief Superintendent or designate, it is unsafe, hazardous, unrelated to the advancement of education or would not be in the best interest of the Calgary Board of Education to accept the donation.

Official tax receipts

- 3(1)** Official receipts for income tax purposes will be issued for certain donations in accordance with the Income Tax Act and its regulations and this regulation.

- (2) Only the Secretary-Treasurer or designate may authorize official receipts for income tax purposes on behalf of the Calgary Board of Education.

- (3) Official receipts for income tax purposes for eligible donations in the form prescribed by Canada Customs and Revenue Agency (formerly Revenue Canada) will be issued by the Corporate Financial Services Department.

Tax deductions

- 4(1)** The Calgary Board of Education will not issue an official receipt for income tax purposes for donations that are not eligible for an official receipt according to the Income Tax Act, Interpretation Bulletins and Information Circulars.

- (2) The following are examples of donations or other payments which are not eligible for an official receipt for income tax purposes according to the Income Tax Act, Interpretation Bulletins and Information Circulars:

- (a) tuition fees or other payment for which any right, privilege, benefit or advantage may accrue to the donor or a specific student;
- (b) payments for rentals or use of books, facilities, transportation services, equipment, musical instruments, or other instructional resources which are normally paid for by way of a fee;
- (c) payments to be used to purchase the services of staff in excess of the approved allocation unless specified in contract and approved by specific motion of the Board of Trustees;
- (d) payments which cannot be identified as having been made by a particular donor;

- (e) amounts paid for school fund-raising events;
 - (f) amounts paid for admissions to concerts, dinners, athletics events, social functions, graduations, or similar activities;
 - (g) donations in kind which cannot be identified as having been made by a particular donor;
 - (h) donations of services, including volunteer help; or
 - (i) donations of nominal or sentimental value such as used clothes, used furniture, home baking, hobby crafts, and animals.
- (3) Information on potential donations must be forwarded to the Director of Corporate Financial Services or designate for a determination as to whether the potential donations qualify for an official receipt for income tax purposes. Initial inquiries should be made to the Treasury and Revenue Accountant, Corporate Financial Services.

Recognition of donations

- 5(1)** A principal or other administrator may acknowledge a donation in an appropriate manner.
- (2) An acknowledgement of a donation is not an official receipt for income tax purposes.

**PART 2
DONATIONS OF MONEY**

Donations of money

- 6(1)** All donations of money are gratefully accepted, however, official receipts for income tax purposes will only be issued for donations of money of \$25 or more.
- (2) All cheques must be made payable to the Calgary Board of Education.

Uses of donated moneys

- 7** Schools and departments may use donations of money for:
- (a) the establishment and/or promotion of scholarships or bursaries;
 - (b) the giving of prizes, exhibitions, or awards to students of the Calgary Board of Education;
 - (c) the educational advancement of the Calgary Board of Education's students;

- (d) the support of athletic and/or extra-curricular activities for students of the Calgary Board of Education; and
- (e) the purchase of furniture or equipment.

Donations of money at schools

- 8(1)** When schools receive a donation of money of \$25 or more and the donor requires an official receipt for income tax purposes, schools must forward the donations of money and related information to the Director of Corporate Financial Services or designate for consideration of their status as charitable donations.
- (2) The Corporate Financial Services Department will
- (a) deposit all donations in the Calgary Board of Education general operating bank account;
 - (b) record the donation through the Calgary Board of Education's financial system;
 - (c) allocate to the extent possible, any designated donations through a budget transfer to the school's decentralized budget, scholarship fund or central account, in accordance with the donor's designation; and
 - (d) issue official receipts for income tax purposes.
- (3) If the donor does not require an official receipt for income tax purposes, schools must
- (a) deposit the donation of money in the school's bank account,
 - (b) record the donation as a school generated fund transaction, and
 - (c) ensure that any restrictions imposed and/or directions given by the donor are monitored in order to provide appropriate accountability, if requested, by the donor.

Corporate Financial Services Department

- 9** If money is donated directly to the Calgary Board of Education, the Corporate Financial Services Department must
- (a) deposit the money in the Calgary Board of Education general operating bank account;
 - (b) record the donation through the Calgary Board of Education's

financial system;

- (c) to the extent possible, allocate any designated donations through a budget transfer to the school's decentralized budget, scholarship fund or central account, in accordance with the donor's designation; and
- (d) issue an official receipt for income tax purposes for donations of money of \$25 or more.

PART 3 DONATIONS IN KIND

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| Legal ownership | 10(1) All goods that are received as donations by a school, program or a service unit are the legal property or responsibility of the Calgary Board of Education. |
| | (2) All equipment accepted as donations becomes the property of the Calgary Board of Education to dispose of as it deems appropriate. Notwithstanding this right, it is understood that the Calgary Board of Education will not ordinarily remove equipment from the school or program to which it was donated. |
| Stocks, bonds, and negotiable instruments | 11 Official receipts for income tax purposes will be issued for donations of stocks, bonds, or other negotiable instruments at the fair market value on the date the donation is made. |
| Equipment | 12(1) Action on the part of any community, group, or individual wishing to donate equipment to a school may be encouraged however, only items of equipment with a fair market value of over \$100 will be accepted under the conditions outlined in this section. |
| | (2) Schools and departments may accept donations of equipment with a fair market value of less than \$100, however, no official receipt for income tax purposes will be issued for these donations. |
| | (3) Prior to the donations of such equipment, there must be consultation with Warehouse and Stores to ensure that the equipment conforms to Calgary Board of Education standards. |
| | (4) If equipment is offered as a donation, Purchasing Services staff will determine the fair market value using independent dealers or appraisers, if necessary. |

- (5) If the equipment is accepted, the Corporate Financial Services Department will issue an official receipt for income tax purposes for the amount of the fair market value.
- (6) Business donors must comply with section 16 of this regulation.
- (7) If the fair market value of a donated unit of equipment exceeds \$5,000, the asset will be recorded as a capitalized asset in the accounts of the Calgary Board of Education.
- (8) Arrangements for the transfer of equipment from the donor must be made with Distribution Services well in advance.

Art objects and rare books

- 13(1)** Official receipts for income tax purposes will be issued for donations of art objects and rare books if, in the opinion of the Chief Superintendent, or designate, they are acceptable because of their value to the education system.
- (2) Written appraisals must be obtained from at least two independent dealers or appraisers that include:
 - (a) a certification that the art objects are of exceptional quality and that the books are seldom seen or found and are of considerable value; and
 - (b) an appraisal value for the items.
- (3) The Corporate Financial Services Department will issue an official receipt for income tax purposes, for the lower appraised value.
- (4) The Calgary Board of Education will pay all costs relating to the appraisals of art objects and rare books if the Calgary Board of Education initiates a request for appraisal.
- (5) The school or department where the art objects or rare books are located must
 - (a) advise Records Management about the acquisition, and
 - (b) advise Insurance/Risk Management about the acquisition and provide Insurance/Risk Management with a copy of the appraisal, if any.

Commodities

- 14(1)** When commodities such as lumber or similar merchandise with an

estimated value of over \$300 are offered as a donation, Purchasing Services will determine the appropriate fair market value of the donation.

- (2) If the commodities are accepted, the Corporate Financial Services Department will issue an official receipt for income tax purposes for the amount of the fair market value.

Books and media materials

- 15(1)** Donations of books and media materials may also be encouraged; however, unsolicited gift materials must meet the same criteria which are applied to commercial materials considered for inclusion on the Recommended Resources Lists, or for centralized circulation by Educational Resources and Services staff.
- (2) The donation of books and media materials to a Calgary Board of Education school or to the Calgary Board of Education, must be approved according to the procedures set forth by the Evaluation and Selection Team of Educational Resources and Services who will determine the appropriate fair market value of the donation.
- (3) Accepted materials will be catalogued and processed for inclusion in the appropriate school library collections.
- (4) If the books and media materials are accepted, the Corporate Financial Services Department will issue an official receipt for income tax purposes for the amount of the fair market value of the donation.

Business donors

- 16(1)** In certain circumstances, Corporate Financial Services may request that business donors must confirm in writing to the Calgary Board of Education that their donation is not:
 - (a) a donation of merchandise that is stock in trade for the business; or
 - (b) otherwise deductible for income tax purposes as a business expense.
- (2) If the donation is accepted and if the business donor meets the requirements of section 16(1) of this regulation, the Corporate Financial Services Department will issue an official receipt for income tax purposes to the business donor.

Approved: December 4, 2000
Re-issued: February 15, 2003
1st Amendment: April 18, 2005

References

- Legal References:**
- Income Tax Act, Regulations, Interpretation Bulletins, and Information Circulars
- Governance Policy References:**
- Executive Limitations, EL 8: Asset Protection
- Administrative Regulation References:**
- 1042 - Archives
- Contact Person:**
- Treasury and Revenue Accountant, Corporate Financial Services