

Policy:

Extend-A-Family Waterloo Region (EAFWR) welcomes gifts, donations and grants from individuals, corporations, Foundations and others for purposes which are consistent with the organization's Mandate, Values and Vision. The organization reserves the right to refuse to accept and/or provide tax receipts for gifts offered to the organization that are not aligned with the organization.

EAFWR encourages all donors to seek independent financial and/or legal advice when considering a significant donation, or one designated as part of estate planning.

Types of Gifts:

1. Cash Gifts

EAFWR accepts cash gifts in the form of currency, cheques, credit cards or money orders. Such gifts are receipted at this value. Gifts in currencies other than Canadian dollars are entered in the data base in Canadian dollars and tax receipted at that amount. The exchange rate on the day of deposit is used to calculate the Canadian dollar amount. This is obtained from the bank statement on-line by the Finance Coordinator.

2. Gifts of stock or marketable securities

EAFWR accepts and tax receipts gifts of marketable securities. The donation is tax receipted based on the closing price of the security on the day it is physically or electronically received by EAFWR's broker. Any resultant gain or loss is booked separately to the General Ledger. Marketable securities are sold on receipt.

3. Pledges

Pledges are promises to pay in the future. Pledges are recorded in the fundraising database; however, tax receipts are not issued until actual cash is received.

4. Silent or Live Auction Items

Tax receipts are provided for the difference between the fair market value of a silent or live auction item and the winning bid when the winning bid exceeds the *intention to make a gift* threshold as defined by the Canada Revenue Agency.

5. Gifts of Life Insurance

EAFWR will issue tax receipts for the amount of life insurance premiums where the organization is the beneficiary and the owner of the life insurance policy. Tax receipts will be issued to the donor on proof of payment of the annual premium or by forwarding the organization a cheque for the premium which the organization then pays on behalf of the insured.

6. Charitable Trusts

EAFWR does not provide tax receipts unless money has been received from a Trust.

7. Gifts of Service
Tax receipts cannot be provided for gifts of service. A service provider may invoice the organization and then return the payment in a separate transaction (i.e. cheque exchange) which will qualify for a tax receipt.
8. Gifts in Kind
Gifts in Kind will be accepted within the parameters identified by the Canada Revenue Agency. Gifts in Kind must be tax receipted at their fair market value which is determined by an independent third party qualified to assess the value of the donation.
9. Gift Certificates
Gift Certificates are treated as gifts in kind. EAFWR will not issue a tax receipt to the donor if the donor issued the gift certificate. However, if the gift certificate was purchased by a third party and donated to the organization, a tax receipt for the fair market value of the gift will be issued to the third party.
10. Gifts Out of Inventory
EAFWR will issue tax receipts for the fair market value of gifts out of inventory if the gift does not result in material benefit to the donor such as promotion or advertising.
11. Out of Pocket Expenses
EAFWR will not issue a tax receipt in lieu of reimbursing a volunteer or staff member for the value of expenses incurred on behalf of the organization.
12. Jewelry and Fine Art
EAFWR will accept gifts of jewelry and fine art at the discretion of the Impact and Development Specialist and the Director of Operations or designate. Such gifts must be tax receipted at their fair market value. The donor is responsible for providing a valuation by a qualified appraiser and the donor must be able to prove that they have held the item for more than three years.
13. Used furniture and Equipment
EAFWR will issue a tax receipt for gifts of used furniture and equipment. The fair market value for such items is determined by contacting three independent dealers in used goods and taking the mid-range valuation.
14. Other Items
EAFWR will issue a tax receipt for other gift in kind donations at the fair market value for items. For items worth less than \$1,000 an organizational staff may verify the valuation by confirming the price of the item on the internet or at retail stores. For items over \$1,000, the donor is responsible for proving support for the fair market value from an independent appraiser and the donor must prove that the item has been held for over three years