

**POLICY**

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION WELCOMES GIFTS OF PROPERTY OR SERVICE TO INDIVIDUAL SCHOOLS OR THE DIVISION IF THEY ARE APPROPRIATE, USEFUL AND MEET THE STANDARDS SPECIFIED BY THE BOARD OR ALBERTA EDUCATION.

**REGULATIONS**

1. Gifts of property or service may include grants, scholarships, bequests and donations and usually refer to equipment or resource materials provided by or paid for by individuals, groups, businesses, organizations, or agencies.
2. Upon acceptance, a gift shall become the property of the Board and may:
  - a) be transferred to any school in the division
  - b) be sold or disposed of by the Board
3. When a donor places a specific condition on the use of an unsolicited gift, the Board will endeavor to comply with the wishes of the donor, but reserves the right to final decision over the use of that gift.
4. Maintenance, repairs and upkeep of all gifts are the responsibility of the user school or department.
5. Financial gifts, such as grants, scholarship, bequests, and donations should be tracked separately with all receipts and disbursements itemized.
6. All gifts shall be officially acknowledged by the school or the Board.
7. A gift may be refused if, in the opinion of the Superintendent or designate, it is unsafe, hazardous, unrelated to the advancement of education or would not be in the best interest of the Horizon School Division.
8. Financial gifts should be made payable to Horizon School Division and forwarded to Division Office for processing of Income Tax Receipts. Should a donation come in made out to a school, the school shall contact Division Office to seek direction regarding processing the donation.
9. If fundraising will include official receipts for income tax purposes for eligible donations in the form prescribed by Canada Revenue Agency (formerly Revenue Canada) Superintendent or designate approval is required prior to fundraising commencement.

**Policy JC – *Gifts and Donations*, Cont'd.**

10. Official receipts for income tax purposes will be issued for certain gifts in accordance with the Income Tax Act and its regulations and this policy, as amended from time to time.
11. Official receipts for income tax purposes will be issued to the individual or organization that made the gift, normally determined by the name on the cheque.
12. Official receipts for income tax purposes will only be issued for gifts with a value of \$25 or more.
13. Official receipts for income tax purposes for eligible donations in the form prescribed by Canada Revenue Agency (formerly Revenue Canada) will be issued by the Associate Superintendent of Finance and Operations or designate on behalf of the Horizon School Division. Schools may not issue income tax receipts.
14. The Horizon School Division will only issue income tax receipts for donations which are eligible for such receipts under the Income Tax Act, Interpretation Bulletins and Information Circulars. The following types of gifts cannot be considered as eligible for Income Tax Act deduction:
  - a) the payment of a basic fee for admission to an event or program;
  - b) the purchase of goods or services from a charity;
  - c) a donation for which the fair market value of the advantage or consideration provided to the donor exceeds 80% of the value of the donation;
  - d) a gift in kind for which the fair market value cannot be determined;
  - e) donations provided in exchange for advertising/sponsorship;
  - f) gifts of services (for example, donated time, labour);
  - g) gifts of promises (for example, gift certificates donated by the issuer, hotel accommodation);
  - h) pledges;
  - i) loans of property; and
  - j) the lease of premises.