

VANCOUVER SCHOOL BOARD

Official Receipts for Donations

General

The Vancouver School Board has a Revenue Canada Charitable Donation registration number. Individuals or companies who make donations to the VSB may request an official charitable donation receipt for income tax purposes. Funds received by the Board may be paid to the schools indicated by the donor or may be kept in trust by the Board for the school.

A. Donations for which tax deductible receipts may not be issued

- (1) Donation of services where the donor requests that in lieu of payment for his services, he be supplied with a receipt for the value of the services rendered.
- (2) Donation of use of personal property. (eg. 2 nights stay in a Whistler condo)
- (3) Donations of tangible property or material which have little or nominal value to the donor (eg. old clothes, furniture, home baking, hobby crafts, etc.).
- (4) Donations where a benefit may accrue to the donor or a person designated by the donor, for example:
 - (a) the donor specifies that the donation is to be used for the donors own child or relative.
 - (b) donations where a benefit, such as advertising, is given in return.
 - (c) amounts paid for tickets to attend functions, such as dinners and dances, or participation in lotteries, despite the fact that such activities may be held for the benefit of education.
- (5) Donation of a Gift Certificate where the donor is the issuer of the certificate.

B. Donations for which tax deductible receipts may be issued

- (1) Donation of cash or cheques with a minimum of \$10.00.
- (2) Donations of tangible property or material which have a significant value to the donor (except as noted in B. (3)). Fair market value will be determined by the Vancouver School Board Purchasing Department and will be indicated on the official receipt as such.
- (3) Donation of merchandise that is stock in trade for a business donor (for example: software by a computer company or paint by a paint company).

Receipts will only be issued at the donors request for the retail value of the merchandise and will include a special clause which states that the amount of the donation is to be included in the donor's income (per Revenue Canada requirements).
- (4) Donation of a Gift Certificate where the donor is not the issuer of the certificate. The gift certificate is purchased from a third party (business or retailer). The receipt will be issued to the individual who purchased the gift certificate, not to the issuer of the certificate.

C. Procedure for schools' fund-raising events where income tax receipts are required

- (1) Schools must notify the Accounting Division **in advance** of the following:
 - (a) The purpose of the fund-raising.
 - (b) Type of activity proposed for the fund-raising.
 - (c) Duration of the fund-raising.
 - (d) Whether the donations will be cash only or will include tangible property and materials.
 - (e) Whether the funds are to be administered by the school or by the VSB.
- (2) Upon receipt of the above information in writing, the Accounting Division will provide the school with detailed instructions to be followed in processing the donations.