

802.6 Gifts, Grants and Bequests

Policy

Procedures shall be developed regarding the solicitation and receipt of donations.

Regulations

1. When a donation is offered, the Associate Superintendent, Business Affairs, shall determine the compatibility and need of the donation to the Division. If the donation is deemed undesirable, it may be refused.
2. Upon acceptance, a donation shall become the property of the Board and may be designated for use at a particular site.
3. When a donor places a specific condition on the use of an unsolicited donation, the Board will endeavour to comply with the wishes of the donor, but reserves the right to final decision over the use of that donation.
4. Maintenance, repairs and upkeep of all donated items are the responsibility of the user school or department.
5. The Board may, upon request, approve the establishment and presentation of scholarships and awards.

Income Tax Deductible Donations

6. Lethbridge School Division is a Registered Canadian Charitable Organization within the meaning of the Income Tax Act. This permits the acceptance of donations and gifts-in-kind that may be considered as non-refundable tax credits. Such donations and gifts-in-kind shall be for the advancement of education under the Income Tax Act and its regulations. These provisions include, but are not limited to the following:
 - 6.1 donations and gifts such as estates, personal property, furnishings, equipment, paintings, books, photographs and artifacts;
 - 6.2 the establishment of scholarships;
 - 6.3 the establishment of memorial funds; the giving of special prizes, or awards to Division students;
 - 6.4 the promotion of student activities within the Division.

7. The following types of payments cannot be considered as donations eligible for Income Tax Act deduction:
- 7.1 any payments for which any right, privilege, benefit or advantage may accrue to the donor or to any person specified by the donor;
 - 7.2 payments to be used to purchase the services of staff, tutors, or similar persons;
 - 7.3 instructional materials, fees, rental of books, equipment or musical instruments;
 - 7.4 amounts which cannot be identified as having been made by a particular donor;
 - 7.5 donations of services;
 - 7.6 amounts paid for admission to performances, social functions, graduations, or similar activities;
 - 7.7 amounts received where in return the donor will receive significant advertising exposure such as the right to issue promotional materials.
8. Business Affairs staff shall:
- 8.1 determine the tax deductible status of the donation;
 - 8.2 assess the value of gifts-in-kind;
 - 8.2.1 the Division may request an independent appraisal of an item at the expense of the donor;
 - 8.2.2 when possible, a Division employee, knowledgeable of the value of the object, should verify the independent appraisal value;
 - 8.2.3 if available, a purchase receipt should accompany the appraisal statement.
 - 8.3 receipt and record the donation;
 - 8.4 for all donations in excess of \$25.00, issue a charitable donation receipt in the form prescribed by Revenue Canada;
 - 8.5 disburse the money as per the conditions of the donation.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References:

Alberta School Act: 196

Division Policies: 503.8 Awards and Scholarships, 601.1.3 School Accounts, 801.9 Financial Planning and Management - General, 804.3 Financial Accountability and Audits, 1005.6 School Generated Funds, 1002.4 School Councils

Other: Federal Income Tax Act Section 149.1