

Charitable Tax Receipts

While providing charitable tax receipts to donors supporting BCSS, the Board shall not allow any practice that is contrary to the *Income Tax Act* of Canada as interpreted by the Canadian Customs and Revenue Agency (CCRA) or generates unreasonable administrative costs.

Accordingly, BCSS shall:

1. Draft clear, written, administrative procedures for charitable tax receipting, to direct employees and volunteers of BCSS as they communicate with donors and potential donors, or prepare charitable tax receipts.
 - a. BCSS is directed to refer to the CCRA Interpretation Bulletin 110R3 of June 20, 1997; the *Income Tax Technical News Draft* of December 24, 2002 (<http://www.cra-adrc.gc.ca/E/pub/tp/itnews-26/itnews-26-e.pdf>); and any subsequent amendments, revisions, updates or replacements; in consultation with the BCSS Auditor.
2. Issue to a donor of a cash donation, a charitable tax receipt for the cash donation amount.
 - a. To avoid unnecessary administrative costs, the minimum donation eligible for a charitable tax receipt will be \$25, unless otherwise requested.
3. Include on the charitable tax receipt all the information required by the CCRA, including the amount of the advantage, if any, received or obtained by the donor (see 1.a).
4. Issue to the donor a charitable tax receipt for the fair market value of an item donated to BCSS.
 - a. BCSS will refer to CCRA interpretations for establishing the fair market value of an item.
5. Issue a charitable tax receipt for the provision of services to BCSS.
 - a. Should BCSS purchase a service and the service provider voluntarily make a cash donation to BCSS, then BCSS will issue a tax receipt for the cash donation amount (see 2).
6. Comply with the CCRA interpretations specifically regarding certain fund raising events or activities (see 1a).