

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 800 - BUSINESS PROCEDURES

R 806 GIFTS & DONATIONS R 806.1 Charitable Donations

This Regulation provides more specific direction for the receipt of charitable donations.

1. Acceptance

In the case of items to be donated, the principal or supervisor shall determine the suitability of gifts or services before recommending acceptance by the Board. All items accepted shall become the exclusive property of the Board and shall be included, where applicable, in the school inventory.

2. Tax Deductibility

A donation must be made in the name of the school district as only the district can issue authorized receipts. Receipts issued by the school district must be signed personally by the authorized individual, be on the prescribed form and be in respect of qualifying donations.

3. Qualifications

Donations will qualify under the following conditions:

3.1 Cash

Donations must be deposited through the Board Office and the full name of the donor be indicated. A receipt will be issued only to the party making the donation.

3.2 Services

Donations of services where the donor requests that, instead of payment, he/she be issued a receipt do not qualify. However, it is acceptable for a person who has been paid for services rendered to then make a cash donation for which a receipt can be issued.

3.3 Goods

3.3.1 A receipt can only be issued for donations of goods that are stock-in-trade for the donor when accompanied by an invoice showing the fair market value and marked "paid".

3.3.2 A receipt can only be issued for other goods if they have an exceptionally high value.

3.3.3 Any item appraised in excess of \$1,000 must be independently appraised.

4. Restriction on Acceptance

No donation can be accepted if it benefits the donor or someone designated by the donor.