



VICTORIA FOUNDATION

CONNECTING PEOPLE WHO CARE WITH CAUSES THAT MATTER®

INCOME TAX RECEIPTING POLICY AND GUIDELINES

PURPOSE

The purpose of this Policy is to provide a framework for the tax receipting of charitable gifts to the Victoria Foundation in compliance with the provisions of the Income Tax Act, Canada.

Together with the Gift Acceptance Policy (approved September 25, 2009 or as amended), it is intended to provide assurance that:

1. Gifts to the Foundation are made and received in accordance with legal regulations and ethical guidelines that promote consistent practices, in accordance with the *Victoria Foundation Act*, and
2. Donors receive the appropriate income tax benefits related to their gifts.

POLICY

The Victoria Foundation (the “Foundation”) is a public foundation established through an Act of the BC Legislature in 1936 and a registered Canadian charity. The Foundation’s Canada Revenue Agency Charity BN/Registration Number is 130650898RR0001.

The Foundation complies with the policies, guidelines and processes prescribed by the Canada Revenue Agency for registered charities in Canada in all respects and, in particular, in relation to the issuance of income tax receipts for gifts received. The Foundation is responsible for issuing tax receipts for charitable gifts received by the Foundation in compliance with the requirements of the Income Tax Act and in accordance with the procedures established by the Foundation.

The method for valuation of a gift and the date on which the receipt is to be issued are determined by the type of gift. The Foundation’s Gift Acceptance Policy provides guidance for the various types of gifts.

GUIDELINES

Receipts will be issued to individuals (living donors or by Will or other estate gift) and corporations that make a gift of \$20 or more, who request a receipt and who provide us with their name and address.

1. Receipts will only be issued to the individual or corporation that made the gift and not in the name of anyone other than the true donor.
2. The date of donation is the date the gift is received by the Foundation. However, when the Foundation receives a donation by mail, the Canada Revenue Agency considers the date of donation to be the date of the postmark on the envelope.
3. Receipts will not be issued to other registered Canadian charities or qualified donees (as defined by Canada Revenue Agency) or to anonymous donors (such as where the name of the donor is not provided through online donations sources or where cash gifts are received through third-party events).

4. Donors through Canada Helps, United Way or other giving programs already receive a tax receipt from those organizations and do not receive another tax receipt from the Foundation.
5. Receipts will not be issued for contributions of services provided to the Foundation, for sponsorships or loans, or where the Fair Market Value of the gift or the Amount of Advantage to the donor cannot be determined.
6. A separate receipt is issued for each gift in kind (non-cash) donation.
7. As requested by the donor, receipts may be issued periodically throughout the year or at the end of the calendar year (by February 28 of the following year) for monthly donations.
8. Receipts for life insurance premiums payments are issued at the end of the calendar year and by February 28th of the following year.
9. Once it is determined that a gift has been made, the Foundation determines the eligible amount of that gift for receipting purposes. This amount takes into account the fair market value of the donated property and the fair market value of any advantage provided to the donor. The advantage is deducted from the fair market value of the donation before issuing the receipt.
10. The official income tax receipt complies with the requirements prescribed by Canada Revenue Agency as amended from time to time:
 - i. a statement that it is an official receipt for income tax purposes;
 - ii. name and address of the Foundation;
 - iii. Foundation's charitable registration number;
 - iv. unique serial number of the receipt;
 - v. place or locality where the receipt was issued;
 - vi. date or year donation was received;
 - vii. date on which the receipt was issued;
 - viii. full name, including middle initial, and address of the donor;
 - ix. amount of the gift;
 - x. amount and description of any advantage received by the donor;
 - xi. eligible amount of the gift;
 - xii. signature of an individual authorized by the Foundation to acknowledge donations; and
 - xiii. name and website address of the Canada Revenue Agency
11. For non-cash gifts in kind, the following additional elements must be added to the receipt:
 - i. date the donation was received (if not already indicated);
 - ii. brief description of the gift received by the Foundation;
 - iii. name and address of the appraiser (if the gift was appraised); and
 - iv. deemed fair market value of the gift (at the time the gift was made) in place of amount of gift above
12. Normally the Foundation strives to issue income tax receipts to donors within ten business days of receipt of the gift.

13. If a donor loses their tax receipt, a replacement tax receipt may be issued. The Foundation will mark “cancelled” on the original receipt noted in the Foundation’s books and records. The Foundation will then issue and mail a new tax receipt.

The new receipt must include:

- i. All the required information as per 10 above
 - ii. The serial number of the original receipt
 - iii. A statement that it replaces the original receipt
14. If a donor identifies an error on a Foundation issued tax receipt, the donor will be asked to destroy the original receipt and a new receipt with a new serial number will be issued and provided to the donor. The Foundation should keep its copy of the original receipt and mark “cancelled” on it. The new receipts must include:
- i. All the required information as per 10 above
 - ii. The serial number of the original receipt
 - iii. A statement that it replaces the original receipt
15. The Foundation may issue computer-generated official donation receipts if they have:
- i. the required information as noted above per 10.
 - ii. they are clear and easy to read
 - iii. the data on them cannot be altered and is protected from unauthorized access
16. To protect computer-generated receipts from unauthorized access, the Foundation ensures that:
- i. the computer system used to store the receipts is password protected and restricts entry to and modification of donor contribution records
 - ii. donor records are stored in a secure electronic database environment, which is routinely backed-up with a third party service per current IT best practices. Hard copies of issued receipts can be printed on request
17. Income tax receipts may be sent to the donor by email provided the receipt:
- i. is in a read-only or non-editable format;
 - ii. encrypted and signed with an electronic signature
 - iii. and the use of a secure electronic signature is kept under the control of the Finance Director or authorized delegate.
 - iv. Copies of email-issued receipts must be retained by the charity
18. Receipts for online donations are issued in the name of the credit cardholder, instead of the first and last name entered by the donor.
19. Income tax receipts issued with facsimile** signatures may be issued if:
- i. All copies of receipts are distinctively imprinted (usually by a commercial printer) with the name, address, and registration number of the charity
 - ii. Receipts are serially numbered by a printing press or numbering machine
 - iii. All unused receipt forms are kept at the registered charity’s Canadian address as recorded with CRA

**Per CRA the term digital reproduction falls within the definition of a facsimile, and an imaged electronic signature is a digital reproduction. Although it does not fall neatly within the present-day legal definition of a facsimile signature, an electronic signature has the same value

REVIEW

This policy document will be reviewed by the Board of Directors of the Victoria Foundation at least every three years.

INCOME TAX RECEIPTING POLICY AND GUIDELINES	
Board of Directors Review and Approval:	June 24, 2011
Board of Directors Review and Approval:	June 29, 2012
Board of Directors Review and Approval:	November 28, 2014
Board of Directors Review and Approval:	October 28, 2016
Board of Directors Review and Approval:	September 28, 2018
Board of Directors Review and Approval:	November 27, 2020
Board of Directors Review and Approval:	December 1, 2022