

NUMBER: 022
SECTION: BRD

SUBJECT: ISSUING RECEIPTS FOR CHARITABLE DONATIONS	
MOTION#: 04-04-11 .	DATE: April 18, 2011
CHAIRPERSON: Margaret Ouellet	DATE: Dec. 9, 2013
EFFECTIVE DATE: January 20, 2011	REVISED:

PREAMBLE: Issuance of Receipts for Charitable Donations must conform to regulations of Revenue Canada Charities Division.

CONTENT: St. Anne Community and Nursing Care Centre Society reserve the right to control the issuance of Receipts for Charitable Donations to St. Anne Community and Nursing Care Centre.

All receipts must be issued according to the procedure outlined in this policy.

PROCEDURE:

1. Issuance of Receipt books will be limited to St. Anne Centre Ladies Auxiliary, St. Anne Centre Therapeutic Garden Committee and/or Local Funeral Directors Establishments. Any exceptions to this must be approved by the Treasurer of the Society.
2. A Receipt for all cash Donations **must** be issued by the Collectors to forwarded to the Business Office .
3. Receipt Books must be distributed to all Collectors by the Business Office.
4. A Register of all Receipt Books must be maintained in the Business Office Safe for all Receipt Books. Collectors must sign that they have received them. The Register must contain the number, series and number of books issued.
5. An inventory of all Receipt Books **NOT** in use must be maintained by the Business Office.

6. A count of Receipts issued and funds received from Collectors must be verified and signed by the St. Anne Centre Business Office.
7. Completed Receipt Books or spoiled receipts must be stored in the St. Anne Centre safe in the Business Office.