



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 022

SECTION: BRD

SUBJECT: ISSUING RECEIPTS FOR CHARITABLE DONATIONS

MOTION #: 05-06-2019

DATE OF MOTION: May 20, 2019

CHAIRPERSON: *Eugene Saur*

DATE SIGNED: *June 17/19*

EFFECTIVE DATE: January 20, 2011

REVISED DATE: October 29, 2015

DATE REVIEWED: March 2019

PURPOSE

The purpose of this policy is to guide the finance department in issuing receipts for charitable donations.

GUIDING PRINCIPLES

Issuance of receipts for charitable donations must conform to regulations of Revenue Canada Charities Division.

POLICY

St. Anne Centre Society reserves the right to control the issuance of receipts for charitable donations to St. Anne 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 Auxiliary 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 and 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 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.

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