

 <p style="text-align: center;"><i>North York</i> Family Health Team</p> <p style="text-align: center;">BOARD POLICY & PROCEDURES</p>	<p>Policy Number: FNC - 016</p>
	<p>Approval Date: December 2017</p>
	<p>Date Reviewed:</p>
<p>SECTION: Finance & Audit Committee Policies</p>	
<p>SUBJECT: Charitable Donations</p>	

A. POLICY

The North York Family Health Team (NYFHT) will accept donations from individuals and organizations. Official receipts for Income Tax purposes will be issued in accordance with the Income Tax Act.

B. RATIONAL

The NYFHT has been issued a Charitable Registration Number by Canada Revenue Agency, which permits the Family Health Team to act as a not-for-profit charitable organization. Fundraising is not part of the NYFHT mandate. The ability to receive donations and issue receipts is governed by Canada Revenue Agency, and federal and provincial statutes.

Donations accepted can be undesignated or specifically designated (donations for which the donor has indicated a specific purpose or designation).

Donations specifically allocated to the NYFHT can be used for the following purposes:

- Help Fund Education and Research Programs and Capital Projects

Donations received by the NYFHT will not be used to fund salaries and benefits of the NYFHT staff.

Issuance of Official Receipts

The NYFHT will issue an official receipt for donations that qualify as charitable gifts. The NYFHT will not consider a gift to qualify as a charitable donation if the donor will receive direct benefit from the gift.

Charitable receipts will normally be dated as of the day the cheques are received by the Finance Manager. Cheques received in January qualify for a charitable tax receipt, which is backdated to December of the prior year if the cheque is dated December 31st of the prior year or earlier.

C. PROCEDURE:

1. Donations are received by Administrative Assistant, who logs the donation in the charitable donation binder.
2. Donations can also be received and processed by Canada Helps. The donation is directly deposited in the NYFHT bank account less the administrative fee charged. Canada Helps issues tax receipts for all funds received through them.
3. Any gifts-in-kind donations will be valued for the purpose of recording the donation and issuing of the receipt as required.
4. Donations are to be forwarded to the Finance Manager for deposit into the bank account.
5. Donations received will be specifically identified and appropriately recorded through the regular accounting system as funds received in trust.
6. Official tax receipts for donations in the form prescribed by Canada Revenue Agency shall be issued to donors and signed by the Finance Manager.
7. The Finance Manager will forward receipts directly to donors.
8. The NYFHT may acknowledge a particular donation in some appropriate manner eg. thank you letter. Such acknowledgement will not constitute an official receipt for tax purposes.
9. The Executive Director shall report the status of the donation account to the Board annually.
10. Receipts for income tax purposes will not be issued for donations less than \$10 unless requested.
11. The 301-240 Duncan Mill Road office of the NYFHT has been designated as the only outlet for official donation receipts and therefore must receive and deposit all donations to maintain cash controls.

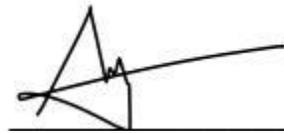
This policy shall remain in effect only for the period of time that the NYFHT continues to qualify for Canada Revenue Agency tax exempt status as a charitable organization.

D. OTHER:

Research Projects

Donations received by the NYFHT may be designated towards research projects. Funds will be released by approval of the Executive Director.

The research projects will be under the direction and control of the Executive Director. The Executive Director will provide the proposed use of the funds to the Board. Funds will be disbursed only after Board approval.



Board Chair

Policy Review, Grant Thornton, November 2017.