

# **BCCH Foundation Guidelines for Issuing Tax Receipts**

BC Children's Hospital Foundation adheres to  
Regulation 3500 of the Income Tax Act, Canada Revenue Agency

## **Official tax deductible receipts will be issued for the following:**

- Monetary donations from identified individual or organization donors;
- The donation portion of the ticket price for a fundraising event. Canada Revenue Agency only allows receipts for the ticket price less the value received by the donor;
- In-kind donations of services processed through a cheque exchange;
- In-kind donations less than \$1,000 are subject to appraisal by a qualified Foundation staff if no invoice is available;
- In-kind donations greater than \$1,000 are subject to appraisal by a qualified third party appraiser if no invoice is available;
- Bequests from estates, or premiums paid for life insurance policies assigned to BCCHF.
- Auction bids over 125% of retail value of the stated fair market value will result in an income tax receipt for the full difference between the successful bid price and the stated fair market value
- Donations of inventory if an appropriate invoice is provided

## **Acknowledgement receipts will be issued for the following:**

- Amounts received by coin or loose collection where it is impossible to identify the amounts contributed by a particular donor;
- Donations transferred from other non-profit organizations, such as the United Way;
- Fund provided as sponsorship support for a fundraising event, upon request

## **Receipts will not be issued for:**

- Donation of services unless processed through a cheque exchange
- Purchase of merchandise (such as Jeans Day buttons, auction items)
- Purchase of lottery tickets
- Donation of items with an advertising component;
- Donation of old clothes, used furniture, baking, etc.
- Donated items for which the market value cannot be determined

## **Official receipts will be issued by the Foundation office upon receipt of:**

- The full donation amount
- Full name and address of the donor/organization
- Complete supporting documentation

## **Please note:**

In order to maximize net proceeds from funds raised, official receipts for income tax purposes less than \$20 will only be issued upon request.

Please note that any in-kind support from corporate donors, gift certificate or object, do not technically require a tax receipt, but can be written-off as a marketing expense.