



Empowering you to live at home  
in the City and County of Peterborough

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## Tax Receipting Guidelines

This document outlines Canada Revenue Agency (CRA) tax policies that apply to donation tax receipts. To ensure a successful event, please read these guidelines before undertaking your event.

Community Champion Events, also known as Third Party Events or Independent Fundraising Events (IFE), are those organized by enthusiastic people like you who hold their own events to raise funds for Community Care with limited involvement from Community Care.

The planning and expenses associated with the event are the responsibility of the event organizer; however Community Care staff can provide guidance, support, and the use of our logo.

As well, Community Care can provide tax receipts to event participants/donors provided CRA guidelines are followed.

Tax Receipting & Reporting is in Compliance with CRA Regulations. Organizers wishing to request tax receipts from Community Care for event participants must gain approval prior to the event and must comply with certain requirements for record-keeping and financial accountability.

In accordance with CRA's regulations, when an independent fundraising event takes place that Community Care was not aware of in advance, Community Care must not issue tax receipts.

### **Tax Receipts**

Donors to your event are eligible for tax receipts if they donate directly to Community Care (e.g. writing their cheques out to Community Care) – these donations will be credited to your fundraiser since your event inspired the donations to Community Care.

Event organizers must submit their list of donors and money within 30 days of their event to prevent delays in receipting donors.

Donations of less than \$10 will not be receipted unless specifically requested.

The total amount that Community Care receives must be equal to or greater than the amount of tax receipts to be issued.

When planning your event, please consider how you will cover event expenses - For example: a registration fee, concession stand proceeds, sponsors fees or other non-receiptable money.

Event organizers should plan how they will cover event expenses. Event organizers cannot claim all event donations for themselves because others have donated to the cause as well.

For more information on Gifts and Tax Receipting, read further. You can also visit the Canada Revenue Agency's website at <http://www.cra-arc.gc.ca/>.

Tax receipts can only be issued if a donation is made without a personal advantage being received. See below for an explanation.

Further details are also available from CRA at <http://www.craarc.gc.ca/E/pub/tp/itnews-26/itnews-26-e.pdf>.

- Tax receipts cannot be issued for purchasing raffle tickets or auction items.
- When donors pay registration fees or purchase merchandise at fair market value, no receipt can be issued.
- Sponsorship fees are amounts paid to support a charity event in return for advertising or other benefit. Therefore, no official tax receipt may be issued.

In order to issue tax receipts to IFE donors, we require the following information about the event, donors and donations:

- Copy of the signed Event Proposal Form
- Copy of the Financial Summary Spreadsheet
- Listing of the cheques received and reconciled to the total dollar amount of the receipts to be issued.
- Completed IFE donation forms, noting:
  - Date of the event
  - Name of the event
  - Full names and addresses of donors requiring a receipt

#### Event Information Required for Gifts with Advantage

In some circumstances, the donor receives an 'advantage' (green fees, dinner, prizes) with their donation or registration fees.

In all cases where a donor has received an advantage, the event will require a split receipting calculation. Split receipting involves creating a break down of the Fair Market Value of all advantages received and calculating the amount of each donation, less the amount of advantage per donation, thus establishing as agreed upon in advance, an amount eligible for receipt.

In accordance with CRA regulations, Community Care is unable to issue receipts for any fundraising event where the donor receives an advantage for their donation if the above information has not been provided.

To ensure your donors are eligible for tax receipts, please contact Community Care. We are here to help.

Thank you again for raising funds to benefit clients served by Community Care!