

Policy Title: Receipting	Category: FR-4 (Page 1 of 2)
Policy Type: Fundraising	Approved: November 1, 2014 Revised: February 1 2019
Review Frequency: Annually	When: December

INTENT:

The WDM has Canadian registered charitable status and may issue charitable tax receipts for both monetary and non-monetary (gift-in-kind) donations.

The WDM will adhere to the Canada Income Tax Act and regulations when issuing charitable tax receipts for all donations.

REGULATIONS:

1. Any cash gift of \$20 or over will automatically receive a charitable tax receipt. Any cash gift of under \$20 will receive a charitable tax receipt only if specifically requested by the donor.
2. Charitable tax receipts are not issued for any portion of the cost of any WDM event tickets purchased because of the reasonable price of WDM event tickets and the direct benefits to attendees.
3. Charitable tax receipts are not issued for Museum Memberships because of the direct benefits attached to these memberships.
4. Sponsorships are marketing arrangements, not philanthropy, and non-charitable receipts will be issued for WDM sponsorship revenues as per the Sponsorship Policy.
5. The WDM does not issue charitable tax receipts for in-kind labour or professional services as per the Gift-In-Kind policy. If the WDM pays a service provider for services rendered and the service provider then chooses to donate the money back, a charitable tax receipt for the monetary donation can be issued.
6. The WDM may issue charitable tax receipts for in-kind goods in accordance with the Gift-In-Kind policy. For a non-monetary gift to receive a tax receipt, it must be valuable to the WDM; provides no residual benefit to the donor; and have an independent appraisal if the value exceeds \$1,000.
7. When a donor gives the gift of an irrevocable Life Insurance Policy, the donor may choose to receive a charitable tax receipt for **EITHER** the monthly premiums paid on the life insurance policy **OR** a charitable tax receipt issued to the Estate, for the full pay-out value of the Life Insurance Policy, when the gift is realized.

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8. When the donor gives the gift of Publicly Traded Securities, the donor will receive a charitable tax receipt for the full market value of the shares/securities at the closing trading price on the day the shares are received in the WDM brokerage account.

9. When an artifact is offered to the WDM and is accepted by the Collections Development Committee, the donor may request a charitable tax receipt. Charitable tax receipts will be issued in accordance with the CRA requirements for non-monetary gifts. When an independent appraisal of the artifact is required the donor should be encouraged to obtain and pay for the appraisal wherever possible.