

QFHSA CHARITABLE TAX RECEIPTS

2016

Procedures That Must Be Followed

1. **When preparing for an upcoming Fundraising Campaign, please contact the QFHSA office first. Fill in the attached form and send it back to the office for approval.**

If this is not done, we may have to refuse your donations. When a Home & School Association wishes to use the charitable tax number for receiving donations to support a fundraising project within their school, the QFHSA must be informed ahead of time to verify that Canada Revenue Agency (CRA) criteria for charitable donations have been met.

2. **All donor's cheques must be made payable to:**

- **QFHSA Inc. [Quebec Federation of Home & School Associations Inc.]**
Cheques with your school name will not be accepted by the bank nor by us for this purpose.
- **Post-dated cheques are not accepted. Forward cheques to QFHSA within two weeks of receiving them.**
- **Receipts will be issued for donations of \$20 or more only.**
- **Receipts will be issued at the end of the following month (in time for income tax season).**
- **Cash donations** given to local associations **will not be accepted** by QFHSA for tax receipts.

It is important that we have cheques from the donors because the charitable tax receipts need to match the contact information on the cheque therefore the cheque cannot come from your H&S.

Donations must go through the QFHSA financial records and be reported to CRA.

3. **Please forward all original cheques for which the local association is requesting income tax receipts, together with a list of the donors and their complete addresses using the attached excel document to the QFHSA office.**

- Cheques must be forwarded to the QFHSA office within two weeks of the date on the cheque.
- When sending in more than one donation cheque, all of the donors' contact info must be listed on the attached excel form and EMAILED into the office to the attention of sheiladesormeaux@qfhsa.org. Please use this spreadsheet to record information and **not** one of your own.
- Cheques must be received in our office by December 10th for tax receipts for the current year.

*The QFHSA office will mail individual tax receipts to each donor, **directly**, for **the full amount of the donation**. A letter of appreciation from your Home and School Association can be included.*

4. *NEW***** The processing fee for a charitable donation is 2% of the cheque amount, with a minimum fee of \$2 (i.e. anything over \$100 will be subject to the 2% fee, anything less than \$100 will be \$2). A cheque will be issued to the local Home & School less the processing fee for each of the donor's cheques that is received. This will cover the cost of the postage, envelope and labor to prepare the receipt.

- An NSF cheque & the bank charge will be deducted from your remittance.

5. Payments not acceptable as donations for income tax purposes.

Transactions that do not qualify as gifts include:

- a court ordered transfer of property to a qualified donee;
- the payment of a basic fee for admission to an event or program;
- the payment of membership fees that convey the right to attend events, receive literature, receive services, or be eligible for entitlements of any material value that exceed 80% of the value of the payment;
- a payment for a lottery ticket or other chance to win a prize;
- the purchase of goods or services from a charity;
- a donation for which the [fair market value](#) of the advantage or consideration provided to the donor exceeds 80% of the value of the donation;
- a gift in kind for which the fair market value cannot be determined;
- donations provided in exchange for advertising/sponsorship;
- [gifts of services](#) (for example, donated time, labour);
- [gift certificates](#) donated by the issuer (may qualify under specific circumstances as indicated in guidance CG-007);
- [pledges](#);
- loans of property;
- use of a timeshare; and
- the lease of premises.

For further information, see the government website at Canada Revenue Agency – Charities and Giving <http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/gfts/whts-eng.html>

If in doubt, BEFORE you begin a project, please contact us to verify.

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