



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 7009 - Donations from the Community/Fund Development

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**PART 1  
GENERAL**

- |                                |             |   |
|--------------------------------|-------------|---|
| <b>Statement</b>               | <b>1</b>    | The Calgary Board of Education (“CBE”) may accept donations and/or contributions for the advancement of education of students from individuals and organizations  |
| <b>Values and Principles</b>   | <b>2(1)</b> | Donations from individuals or groups including volunteer help and occasional gifts of materials and supplies from individuals and organizations, may be acceptable if they are in the best interest of the CBE.                   |
|                                | <b>(2)</b>  | A donation may be refused if, in the opinion of the Chief Superintendent or designate, it is unsafe, hazardous, unrelated to the advancement of education or would not be in the best interest of the CBE to accept the donation. |
| <b>Official tax receipts</b>   | <b>3(1)</b> | Official receipts for income tax purposes will be issued for certain donations in accordance with the <i>Income Tax Act</i> and its regulations and this Administrative Regulation (AR), as amended from time to time.            |
|                                | <b>(2)</b>  | Official receipts for income tax purposes will only be issued for donations of money of \$25 or more.   |
|                                | <b>(3)</b>  | Only the Chief Financial Officer or designate may authorize official receipts for income tax purposes on behalf of the CBE.   |
|                                | <b>(4)</b>  | Official receipts for income tax purposes for eligible donations in the form prescribed by Canada Customs and Revenue Agency (formerly Revenue Canada) will be issued by Corporate Finance.                                       |
| <b>Eligible Tax deductions</b> | <b>4(1)</b> | The CBE will only issue income tax receipts for donations which are eligible for such receipts under the Income Tax Act, Interpretation Bulletins and Information Circulars.  |
|                                | <b>(2)</b>  | The following are examples of donations or other payments which are not eligible for an official receipt for income tax purposes according to the Income Tax Act, Interpretation Bulletins and Information Circulars:             |
|                                | <b>(a)</b>  | tuition fees or other payment for which any right, privilege, benefit or advantage may accrue to the donor or a specific student;   |
|                                | <b>(b)</b>  | payments for rentals or use of books, facilities, transportation services, equipment, musical instruments, or other instructional resources which are normally paid for by way of a fee;  |
|                                | <b>(c)</b>  | payments to be used to purchase the services of staff in excess of the approved allocation unless specified in contract and approved by specific motion of the Board of Trustees;   |

- (d) payments which cannot be identified as having been made by a particular donor;
  - (e) amounts paid for school fund-raising events;
  - (f) amounts paid for admissions to concerts, dinners, athletics events, social functions, graduations, or similar activities;
  - (g) donations in kind which cannot be identified as having been made by a particular donor;
  - (h) donations of services, including volunteer help; or
  - (i) donations of nominal or sentimental value such as used clothes, used furniture, home baking, hobby crafts, and animals.
- (3) Information on potential donations must be forwarded to Corporate Finance or designate for a determination as to whether the potential donations qualify for an official receipt for income tax purposes.

**Recognition of donations**

- 5(1)** A principal or other administrator may acknowledge a donation in an appropriate manner.
- (2) An acknowledgement of a donation is not an official receipt for income tax purposes.
- (3) The CBE may name physical spaces and educational programs in accordance with Sections 18 and 19 of this AR and AR 8000 – Naming Physical Spaces and Educational Programs, Decommissioning School Names and Using School Names.

**PART 2  
DONATIONS OF MONEY**

**Donations of money**

- 6** All cheques must be made payable to The Calgary Board of Education.

**Uses of donated moneys**

- 7** Schools and departments may use donations of money for:
- (a) the establishment and/or promotion of scholarships or bursaries;
  - (b) the giving of prizes, exhibitions, or awards to students of the;
  - (c) the educational advancement of the CBE's students;
  - (d) the support of athletic and/or extra-curricular activities for students of the CBE;

- (e) the purchase of furniture or equipment; and
- (f) any other purpose deemed appropriate by the Board of Trustees or the Chief Superintendent in the best interest of the CBE.

**Donations of money at schools**

- 8(1)** When schools receive a donation of money of \$25 or more and the donor requires an official receipt for income tax purposes, schools must forward the donations of money and related information to Corporate Finance or designate for consideration of their status as charitable donations.
- (2) Corporate Finance will
  - (a) deposit all donations in the Calgary Board of Education general operating bank account;
  - (b) record the donation through the CBE's financial system;
  - (c) allocate to the extent possible, any designated donations through a budget transfer to the school's decentralized budget, scholarship fund or central account, in accordance with the donor's designation; and
  - (d) issue official receipts for income tax purposes.
- (3) If the donor does not require an official receipt for income tax purposes, schools must
  - (a) deposit the donation of money in the school's bank account,
  - (b) record the donation as a school generated fund transaction, and
  - (c) ensure that any restrictions imposed and/or directions given by the donor are monitored in order to provide appropriate accountability, if requested, by the donor.

**Corporate Planning and Reporting Department**

- 9** If money is donated directly to the CBE, the Corporate Finance must
  - (a) deposit the money in the Calgary Board of Education general operating bank account;
  - (b) record the donation through the CBE's financial system;
  - (c) to the extent possible, allocate any designated donations through a budget transfer to the school's decentralized budget, scholarship fund or central account, in accordance with the donor's designation; and

- (d) issue an official receipt for income tax purposes for donations of money of \$25 or more.

### **PART 3 DONATIONS IN KIND**

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|--|--|
| <b>Legal ownership</b>                           | <b>10(1)</b> All goods that are received as donations by a school, program or a service unit are the legal property or responsibility of the CBE.  |
|  | (2) All equipment accepted as donations becomes the property of the CBE to dispose of as it deems appropriate. Notwithstanding this right, it is understood that the CBE will not ordinarily remove equipment from the school or program to which it was donated.        |
| <b>Stocks, bonds, and negotiable instruments</b> | <b>11</b> Official receipts for income tax purposes will be issued for donations of stocks, bonds, or other negotiable instruments at the fair market value on the date the donation is made.  |
| <b>Equipment</b>                                 | <b>12(1)</b> Action on the part of any community, group, or individual wishing to donate equipment to a school may be encouraged however, only items of equipment with a fair market value of over \$100 will be accepted under the conditions outlined in this section. |
|  | (2) Schools and departments may accept donations of equipment with a fair market value of less than \$100, however, no official receipt for income tax purposes will be issued for these donations.  |
|  | (3) Prior to the donations of such equipment, there must be consultation with Facilities and Environmental Services and Learning Innovation to ensure that the equipment conforms to CBE standards.  |
|  | (4) If equipment is offered as a donation, Purchasing Services staff will determine the fair market value using independent dealers or appraisers, if necessary.   |
|  | (5) If the equipment is accepted, Corporate Finance will issue an official receipt for income tax purposes for the amount of the fair market value.  |
|  | (6) Business donors must comply with section 16 of this regulation.  |
|  | (7) If the fair market value of a donated unit of equipment exceeds \$5,000, the asset will be recorded as a capitalized asset in the accounts of the CBE.   |
|  | (8) Arrangements for the transfer of equipment from the donor must be made with Distribution Services well in advance.   |

- Art objects and rare books**    **13(1)** Official receipts for income tax purposes will be issued for donations of art objects and rare books if, in the opinion of the Chief Superintendent, or designate, they are acceptable because of their value to the education system.
- (2) Written appraisals must be obtained from at least two independent dealers or appraisers that include:
- (a) a certification that the art objects are of exceptional quality and that the books are seldom seen or found and are of considerable value; and
- (b) an appraisal value for the items.
- (3) Corporate Finance will issue an official receipt for income tax purposes, for the lower appraised value.
- (4) The CBE will pay all costs relating to the appraisals of art objects and rare books if the CBE initiates a request for appraisal.
- (5) The school or department where the art objects or rare books are located must
- (a) advise Records Management about the acquisition, and
- (b) advise Insurance/Risk Management about the acquisition and provide Insurance/Risk Management with a copy of the appraisal, if any.
- Commodities**    **14(1)** When commodities such as lumber or similar merchandise with an estimated value of over \$300 are offered as a donation, Purchasing Services will determine the appropriate fair market value of the donation.
- (2) If the commodities are accepted, Corporate Finance will issue an official receipt for income tax purposes for the amount of the fair market value.
- Books and media materials**    **15(1)** Donations of books and media materials may also be encouraged; however, unsolicited gift materials must meet the same criteria which are applied to commercial materials considered for inclusion on the Recommended Resources Lists, or for centralized circulation by Educational Resources and Services staff.
- (2) The donation of books and media materials to a CBE school or to the CBE, must be approved according to the procedures set forth by the Evaluation and Selection Team of Educational Resources and Services

who will determine the appropriate fair market value of the donation.

- (3) Accepted materials will be catalogued and processed for inclusion in the appropriate school library collections.
- (4) If the books and media materials are accepted, Corporate Finance will issue an official receipt for income tax purposes for the amount of the fair market value of the donation.

**Business donors**

- 16(1)** In certain circumstances, Corporate Finance may request that business donors confirm in writing to the CBE that their donation is not:
- (a) a donation of merchandise that is stock in trade for the business; or
  - (b) otherwise deductible for income tax purposes as a business expense.
- (2) If the donation is accepted and if the business donor meets the requirements of section 16(1) of this regulation, the Corporate Planning and Reporting Department will issue an official receipt for income tax purposes to the business donor.

**Part 4  
Fund Development**

**Fund Development Strategy**

- 17 (1)** The CBE will develop and maintain a Fund Development strategy in regard to seeking donations and sponsorships.
- (2) The strategy shall include:
- a) identification and prioritization of opportunities or projects for which the CBE is seeking donations or sponsorships; and
  - b) consultation with EducationMatters and the CBE's Corporate Partnerships department and, where applicable, Area Directors, Principals or other interested stakeholders.
- (3) Following development and approval of the Strategy the CBE may solicit or accept donations or sponsorships in relation to the identified projects.

**Contracts with Donors and Sponsors**

- 18 (1)** In the event a donor or sponsor shall seek naming rights in consideration, in whole or part, for the donation or sponsorship or in the event the Chief Superintendent, the Superintendent of Learning Innovation or another Superintendent shall recommend naming rights for a donor or sponsor, then the agreement made between the donor or sponsor and CBE in respect of the donation or sponsorship shall refer

to the terms of such naming rights, provided such agreement expressly indicates that the final determination as to naming rights shall be made by the Board of Trustees.

**Review by the  
Chief  
Superintendent  
and  
Determination  
of the Board of  
Trustees**

- 19** The Chief Superintendent may accept or reject a recommendation as to naming rights in regard to a donor or sponsor. If accepted, the Chief Superintendent shall forward the recommendation to the Board of Trustees for final determination.

<b>Approved:</b>	December 4, 2000
<b>Re-issued:</b>	February 15, 2003
<b>1<sup>st</sup> Amendment:</b>	April 18, 2005
<b>2<sup>nd</sup> Amendment</b>	September 17, 2012

#### **References**

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|--|---|
| <b>Legal References:</b>                     | <ul style="list-style-type: none"><li>• Income Tax Act, Regulations, Interpretation Bulletins, and Information Circulars</li></ul>  |
| <b>Governance Policy References:</b>         | <ul style="list-style-type: none"><li>• OE 5 – Financial Planning</li><li>• OE 7 – Asset Protection</li></ul>   |
| <b>Administrative Regulation References:</b> | <ul style="list-style-type: none"><li>• AR 1042 – Archives</li><li>• AR 8000 – Naming of Physical Spaces and Educational Programs, Decommissioning School Names and Using School Names.</li></ul> |
| <b>Contact Person:</b>                       | <ul style="list-style-type: none"><li>• Superintendent, Learning Innovation</li><li>• Manager, Corporate Planning and Reporting</li></ul>   |