

# ADMINISTRATIVE REGULATIONS

TITLE: DONATIONS  
CATEGORY: FINANCE  
NUMBER: 5020

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## I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) encourages donations of “gifts” and “gifts-in-kind” to the School District in the form of cash donations and/or used and new equipment that will be valued as having instructional and/or technological benefit to the School District.

## II. Definitions:

In this regulation:

- A. “Gift” is defined as a voluntary and gratuitous transfer of cash, real or personal property for which no right, privilege, material benefit will accrue to the donor.
- B. “Gift-in-Kind” is a donation in any form other than cash or cheque and normally requires valuation for tax receipt purposes.

## III. Conditions of Gift Acceptance

In considering a gift-in-kind:

- A. School District No. 46 (Sunshine Coast) must first agree to accept the terms and conditions, including the associated costs, upon which the gift has been offered.
- B. The gift should be such that it can be retained as a School District No. 46 (Sunshine Coast) asset and used in connection with School District activities, with discretion as to its use and management, or disposed of for cash or cash equivalent.
- C. School District No. 46 (Sunshine Coast) considers potential liabilities, including environmental issues that may arise from the acceptance of a particular gift-in-kind.

## IV. Procedures:

### A. Gifts:

A gift is made in any circumstance where all of the conditions listed below are satisfied:

1. Cash, real property, or personal property is transferred by a donor to the School District.
2. The transfer is voluntary.
3. The transfer is made without expectation of return. No consideration – no benefit of any kind – to the donor or to anyone designated by the donor, may result from the payment.

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4. Notwithstanding the above, the donor may designate an established School District scholarship or bursary fund, building project, or targeted program or school of study as approved by the Superintendent.

5. When cash or a cheque that qualifies as a donation is received, it must be sent, with backup documentation to the Secretary-Treasurer for processing.

**B. Gifts-in-Kind:**

Persons authorized on behalf of School District No. 46 (Sunshine Coast), to accept gifts that are valued over \$1,000 are the Superintendent or Secretary-Treasurer.

**C. Approval:**

The Superintendent must approve:

1. Any gift which, in the opinion of the Secretary-Treasurer, exposes School District No. 46 (Sunshine Coast) to an uncertain and potentially significant liability.

2. Any gift which, in the opinion of the Secretary-Treasurer, is precedent setting or involves sensitive issues.

**D. Receipts:**

Receipts for gifts-in-kind will be made according to the following guidelines:

1. Revenue Canada requires satisfactory evidence of fair market value of the gift. The generally accepted meaning of "fair market value" is the price the property would bring in an open market transaction between a willing buyer and a willing seller acting independently of each other and each having full knowledge of the facts. Gifts valued at less than \$1,000 can be appraised by a School District staff member, provided the staff member is knowledgeable in the field of the gift and qualified to appraise the gift for its fair market value. An example is the donation of books valued by the librarian. All such gifts and appraisals are subject to the prior approval of the Secretary-Treasurer.

2. Gifts valued over \$1,000 must be appraised by an independent appraiser in consultation with the Secretary-Treasurer.

3. School District No. 46 (Sunshine Coast) is a registered charity and can issue receipts for cash donations for income tax purposes under the Income Tax Act.

Nothing should be done by any member of staff, which might be construed as an acceptance of a gift until the decision to accept has been made.

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**E. Use of Donations:**

Donations will be used for the purpose intended by the donor. If donations have not been targeted to a specific location or program, their use will be determined by the Superintendent. Untargeted donations in excess of \$1000 will be determined by the Superintendent in consultation with the Education Committee, on an annual basis.

**Received:** December 2017

**References:** Policy 12 (Role of Secretary-Treasurer), Policy 7