FP-9 CHARITABLE RECEIPTS

(updated to replace Denominational Affairs Committee with UU Connections Team, and St. Lawrence District with Eastern Region)

9.1 Cheque Exchanges

A cheque exchange occurs when the Congregation pays the expenses or fees charged by a person, and the person makes a donation to the Congregation of an amount equal to the expense or fee. The person will receive a charitable donation receipt for their donation. Cheque exchanges will be considered in the following cases:

a. **Travel costs for official delegates**
Official delegates to meetings of the UUA, Eastern Region, and Canadian Unitarian Council may participate in a cheque exchange. Official delegates are selected by the UU Connections Team and approved by the Board. Other members of the Congregation who participate in these meetings are eligible for a cheque exchange if they have the prior approval for the travel of the UU Connections Team.

For each meeting, the time period and events covered are determined by the UU Connections Team and approved by the Board **before** the delegates are chosen. Items that may be included in the cheque exchange are: registration fees; transportation; accommodation; meals and incidental expenses; babysitting/housekeeping. The amounts claimed are those in the current travel expense guideline approved by the Board.

b. **Travel costs of official representatives to the UU-UNO**
Official representatives of the Congregation to the UU-UNO may participate in a cheque exchange for scheduled meetings of that organization. The items and amounts included are the same as those for official delegates. Other members of the Congregation who participate in these meetings are eligible for a cheque exchange if they have the prior approval for the travel of both the UU Connections Team and the Board.

c. **Travel costs to other denominational meetings and events**
If there is a denominational meeting or event to which our Congregation is not eligible to send an official delegate, the Board may approve a cheque exchange for members of the Congregation who wish to attend. The Board may limit the number of members who can participate in a cheque exchange and/or the items that will be included as expenses. Board approval for the travel must be given **before** the meeting or event occurs.

d. **Fees for professional services**
Charitable donation receipts are not given for volunteer services. However, a cheque exchange is permissible for professional services. The services covered are those of lawyers, accountants, musicians, or anyone who provides service in their usual profession or trade.

The amount of the fee is the usual fee charged by the person for the service rendered. The Congregation will pay the fee as an expense, and the professional will include the payment in income. When the professional makes a donation of like amount, they will receive a charitable donation receipt.

9.2 Talent Auction

Charitable donation receipts for Time and Talent (aka Spring Auction) are allowed, for those items that qualify under Canadian tax law. The Finance and HR Manager has final decision on which donations qualify.

9.3 Silent Auction (Fall Fair)

Charitable donation receipts will be given for items donated to the Silent Auction of the Fall Fair according to the following guidelines of the Canada Revenue Agency (CRA):

a. The donor shall be given a receipt for the fair market value (FMV) of the item.
b. The onus for establishing the FMV shall rest with the donor and it shall be Congregational policy that:
    i. The FMV of each item shall be submitted by the donor before the day of the Fair,
    ii. The items with a FMV exceeding $200, the donor shall indicate also who assessed the value of the item,
    iii. The donor may submit a reserve bid amount that differs from the FMV,
    iv. If the Treasurer or appropriate Assistant Treasurer is not satisfied as to the independence, competency or qualifications of the assessor, or otherwise questions the FMV as submitted, the donation will not be accepted and no tax receipt will be issued in connection with it, unless the questions regarding the valuation are resolved.

9.4 Gifts in Kind

Charitable donation receipts will be given for items donated to a Committee of the Congregation according to the following guidelines of the Canada Revenue Agency:

a. The donor shall be given a receipt for the Congregation’s considered value (CCV) of the item.
b. The onus for establishing the fair market value (FMV) shall rest with the donor; the onus for establishing the Congregation’s considered value (CCV) shall rest with the Committee and the Treasurer or his/her delegate; and it shall be Congregational policy that:
    i. the FMV of each item shall be submitted and/or suggested by the donor before the donation is received,
    ii. for items with a FMV exceeding $1000.00, the donor shall indicate also who assessed the value of the item,
    iii. the receiving Committee and the Treasurer shall establish a CCV for the item which is equal or less than the FMV,
    iv. the receiving Committee may refuse the gift if the Committee has no use for the gift; and.
    v. if the Treasurer or appropriate Assistant Treasurer is not satisfied as to the independence, competency or qualifications of the assessor, or otherwise questions the FMV as submitted, the donation will not be accepted and no tax receipt will be issued in connection with it, unless the questions regarding the valuation are resolved.

Reviewed by:

Rewritten by: Finance Committee 2024

DATE OF BOARD APPROVAL: November 2024