



TAX RECEIPTING POLICY FOR CHARITABLE DONATIONS

Monetary Donations

Donors of \$10 or more by cash will receive a tax receipt, if requested by the donor at the time of donation. People who donate \$10 or more will automatically receive a tax receipt provided their full name and address are provided. Tax receipts for monetary donations will be issued twice a year (July and February) for the preceding six-month period. Tax receipts can be issued at other times upon special request by donors.

Gift-In-Kind Donations

Donors of property such as products, equipment, supplies, food, auction items, and other similar tangible items will receive a tax receipt, if requested at the time of donation and if we are provided with a third-party invoice, receipt, qualified appraisal, or similar documentation declaring the fair market value of the donated item. Gifts of services for a silent auction, raffle or a fundraising event (such as a restaurant donating a gift certificate for their restaurant, dance classes donated by a dance teacher, hotels donating a night's stay at their hotel) will NOT be issued tax receipts in accordance with CRA regulations as services do not qualify as gifts of property. Tax receipts for gifts-in-kind donations will be issued twice a year (July and February) for the preceding six-month period. Tax receipts can be issued at other times upon special request by donors. The Mississauga Food Bank will review all donations to ensure reasonableness of value prior to issuing any tax receipts.

Service-In-Kind Donations

Donors of any services to The Mississauga Food Bank such as graphic design, printing, training, repair, cleaning, professional services (i.e., legal, accounting, consulting) and other similar services are eligible to receive a tax receipt if certain conditions are met. First, the vendor must issue an invoice or receipt to us for the fair market value of the services provided. Second, The Mississauga Food Bank will issue a cheque in full payment of the services received (i.e. pay the invoice). Third, the vendor will make a monetary donation back for all or a portion of the payment received for their services. Tax receipts for monetary donations will be issued twice a year (July and February) for the preceding six-month period. Tax receipts can be issued at other times upon special request by donors. The Mississauga Food Bank will review all invoices to ensure reasonableness of the charge for services prior to issuing any tax receipts.

Special Events/Ticket Sales/Sponsorships

Individuals/Corporations purchasing tickets for special events will receive a tax receipt for the amount of the 'gain' received (ticket cost less value of products/services received). Tax receipts will be issued after the event accounting is completed and net 'gain' tax receipt amounts can be calculated, typically within 60 days. Individuals/Corporations purchasing sponsorship opportunities (i.e., gala) will NOT receive a tax receipt in accordance with CRA regulations, since they are gaining the benefit of the advertisement of their corporate name at the event.