



TAX RECEIPTING POLICY

Monetary Donations

- Donations of \$10 or more will automatically receive a tax receipt provided a full name and address are provided.
- Tax receipts for donations of less than \$10 will only be issued upon request.
- Tax receipts will be issued within 1 week of receiving a donation or can be issued at other times upon special request by donors.

Gift-In-Kind Donations

- Donations of property from individuals 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. Tax receipts for gift-in-kind donations will be issued within 60 days of receipt of the item.
- Donations of property (including, but not limited to, food) from corporations will receive a letter confirming receipt and the value of the item, but not a charitable tax receipt as is the practice by major Ontario food banks.
- 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.
- 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.
 1. The vendor must issue an invoice or receipt to us for the fair market value of the services provided.
 2. The Mississauga Food Bank will issue a cheque in full payment of the services received (i.e. pay the invoice).
 3. The vendor will make a monetary donation back for all or a portion of the payment received for their services.
- Tax receipts will be issued within 1 week of receiving the donation or 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.