



TAX RECEIPTING POLICY

The Mississauga Food Bank (TMFB)

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.

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.
- As per CRA regulations, TMFB can only issue an official donation receipt to the individual/organization that made the gift. TMFB cannot issue an official donation receipt in the name of anyone but the true donor. Therefore, event organizers who collect money at an event cannot receive a tax receipt for monies given by others. If TMFB receives one cheque representing the total amount of monies raised, along with a list of donors and their addresses and the amount given by each individual/organization, tax receipts may be issued to these individuals.

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 a description of the item, but not a charitable tax receipt. It is TMFB's understanding that companies may use this letter as documentation to write off the cost or a percentage of the cost of the product according to CRA policies and do not require an official charitable tax receipt to do so.
- 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.
- TMFB will review all donations to ensure reasonableness of value prior to issuing any tax receipts.

Service-In-Kind Donations

- Donors of any services to TMFB 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 TMFB for the fair market value of services provided.
 2. TMFB will issue a cheque in full payment of the services received (i.e. pay the invoice).

3. The vendor will make a monetary donation 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.
- TMFB will review all invoices to ensure reasonableness of the charge for services prior to issuing any tax receipts.

Marketable Securities Donations

- The value and the tax receiptable amount of marketable securities donations are determined by the value of trading on the date of receipt of donation.
- Tax receipts will be issued within 1 week of receiving a donation or can be issued at other times upon special request by donors.