

Charitable Donations Policy

The Town of Radisson, as a Qualified Donee, is eligible to issue Donation Receipts for tax purposes for donations to the Town and to Boards and Committees established by the Town to operate functions and facilities on their behalf.

The following process will be followed effective January 1st, 2020 for donations totaling \$50.00 or more.

Donations to the Recreation Board, Volunteer Fire Department and Curling Rink

- Donations shall be made in the name of the organization and submitted directly to the organization for deposit to their own accounts.
- Prior to December 31st each year, the organization will provide the Town of Radisson with a list of all Donors, their names and addresses and the amount of the Donation
- Prior to January 31st each year, the Town of Radisson shall issue each Donor a Donation Receipt in the attached format – Appendix A
- The Town of Radisson will keep a master list of all Donation Receipts issued and on behalf of which organization (*Documents > Donations Folder > Donation Receipt – Spreadsheets*)

Donations to the Cemetery Committee

- Donations to the Cemetery Committee will be made payable to the Town of Radisson for deposit to the Cemetery Committee Bank Account which the Town of Radisson holds
- The Town will maintain records of all Donors, addresses and amount of Donations
- Prior to January 31st each year, the Town of Radisson shall issue each Donor a Donation Receipt in the attached format - Appendix A
- The Town of Radisson will keep a master list of all Donation Receipts issued and on behalf of which organization (*Documents > Donations Folder > Donation Receipt – Spreadsheets*)

Donations to the First Responders

- Donations to the First Responders will be made payable to the Town of Radisson for deposit to their General Account. Being under the control and management of the Town, First Responders do not operate their own bank account.
- The Town will maintain records of all Donors, addresses and amount of Donations
- Prior to January 31st each year, the Town of Radisson shall issue each Donor a Donation Receipt in the attached format – Appendix A
- The Town of Radisson will keep a master list of all Donation Receipts issued and on behalf of which organization (*Documents > Donations Folder > Donation Receipt – Spreadsheets*)

Donations to the Radisson Communiplex

- Donations shall be made in the name of the organization and submitted directly to the organization for deposit to their own accounts.
- The Radisson Communiplex are a Qualified Donee and are qualified to issue Charitable Donation Receipts on their own behalf.

Adopted by Resolution No: 375/19 at the Regular Meeting of Council on December 18, 2019

APPENDIX A

DONATION RECEIPT FOR INCOME TAX PURPOSES

RECEIPT NO:

~ QUALIFIED DONEE~

**Town of Radisson
Box 69
Radisson, Sk
S0K 3L0**

DATE RECEIVED:

ELIGIBLE AMOUNT: \$

DONOR INFORMATION

NAME:

ADDRESS:

DATE ISSUED:

ISSUED AT: Radisson, SASKATCHEWAN

SIGNED:

(Administrator – Town of Radisson)

For information on all registered charities in Canada under the Income Tax Act please visit:

Canada Revenue Agency www.cra.gc.ca/charities