

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 10-01	# of Pages: 2
	Originator:	Advancement and Communications
	Approved By:	Senior Team
	Effective Date:	May 13, 2014
	Replaces:	2010-10-27
GIFTS IN KIND		

1. BACKGROUND

Confederation College receives many donations from business, industry, government organizations and private individuals for the benefit of the college. These gifts of equipment and materials constitute a significant contribution to the college and represent considerable value to the college. The intent of this operating practice is to ensure that the college records, receipts and acknowledges these important gifts.

2. ACCOUNTING PRACTICE

- 2.1 All gifts, monetary and in-kind, are processed by the Department of Advancement.
- 2.2 The Executive Director of Advancement and Communications, or his/her designate, must approve any issuance of a charitable tax receipt to donors to ensure it is in accordance with Canada Revenue Agency (CRA) guidelines.
- 2.3 Individuals, departments and divisions receiving donations must advise the Department of Advancement before agreeing to the donation.
- 2.4 The Department of Advancement maintains a record of donations for appropriate reporting and recognition to donors.
- 2.5 If the request value is less than \$150.00 and/or if part of a business to business obligation (as per agreements in contract training for example) the Executive Director should be provided the details for information purposes only.

3. RECEIPTS AND ACKNOWLEDGEMENTS

- 3.1 Receipts for all gifts; monetary, equipment, materials and supplies are provided by Department of Advancement. In accordance with CRA rules, gifts of cash or cash equivalents must be deposited to the College first for a receipt to be issued (funds can then be immediately transferred to the appropriate College/SUCCI account).
- 3.2 Receipts are based upon the *fair market value* of the gift. Fair market value is defined as the highest price that a property brings in an open and unrestricted market between a willing buyer and a willing seller, who are knowledgeable, informed and prudent, and who are acting independently of each other.
- 3.3 The Department of Advancement provides letters of acknowledgement and appreciation to donors as appropriate.
- 3.4 Where a business donates to the college and receives material advantage, such as promotion or advertising, the college cannot issue an official donation receipt as the donation is not a gift at law.

4. APPRAISAL OF GIFTS

- 4.1 It is necessary to appraise some gifts in order to establish fair market value.
- 4.2 Gifts with a value of less than \$1000 may be appraised by a knowledgeable college employee, with the approval of the appropriate division head.
- 4.3 Gifts, with a value of more than \$1,000 may be appraised by an external source.
- 4.4 The Department of Advancement provides advice concerning the use of appraisers.
- 4.5 All appraisals must contain:
 - 4.5.1 the appraised value
 - 4.5.2 a full description of the article, material and/or service
 - 4.5.3 the full name and address of the organization or person making the gift
 - 4.5.4 appraisals must attest to the "fair market value" in writing

4.6 Appraisals must be forwarded to the Department of Advancement. Any appraisal fee should be submitted to the Department of Advancement for payment.

4.7 A receipt is issued to the donor by the Department of Advancement.

5. EXPENSES

Any costs associated with the acquisition of gifts-in-kind are born by the department receiving value from the gift. Such costs would include transportation, maintenance, licensing, set-up and insurance.

6. REPORTING

Once a year, the Department of Advancement produces a report and tables the report highlighting all donors and gifts. The report is tabled with the Department of Advancement.

7. PUBLICITY

The college's process for recognizing donors and gifts includes newspaper advertisements, articles in college publications, meetings with donors and memento objects such as plaques.



College “Gift-In-Kind” Donations Received

Item to Be Received	
Full Description (serial #, make, new price, age, and condition)	
Date to Be Received	
Expected Value: <i>Over \$1000 has to have independent appraisal. (please attach)</i>	Appraiser’s Name _____ Address _____ _____ _____
OR documented list price (attached) if out of donor’s inventory	
Donation: Individual or Organization (name on tax receipt if required) Address City Key Contact Phone + Fax numbers	 Income tax receipt required? YES <input type="checkbox"/> NO <input type="checkbox"/>
College Contact	
Does the article have identified value and use to Confederation College? Describe where will it be used, (Program, Department) and for what specific purpose.	

Approved x _____
Academic or Administrative Director

If over \$25,000 _____
Vice-President

And x _____
Director, Resource Development

If over \$100,000 _____
President

*** Please Note: In order to ensure that all Canada Revenue Guidelines are being met, this form and all applicable documentation must be submitted to the Department of Advancement prior to promising the donor any formal recognition or tax receipts.