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Receipt of Donations and Sponsorships

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Prepared By: Community Services

Effective Date: 19-Dec-09

Council Resolution No.: 19-413

References: Canada Revenue Agency  
Alberta Charitable Fundraising Act and Regulations

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**POLICY STATEMENT**

The Town will comply with Canada Revenue Agency (CRA) and Alberta Charitable Fundraising Act and Regulations for the acceptance of charitable Donations and Sponsorships and the issuance of receipts.

**PURPOSE**

To formalize receipts including accounting for Donations and Sponsorships of cash or in-kind to the Town.

**SCOPE AND GUIDELINES**

This policy applies to all Donations and Sponsorships, monetary or otherwise, received by the Town.

**DEFINITIONS**

“Donation” means a charitable gift without expectation of benefit, but may include acknowledgement of a donor.

“Sponsorship” means a transactional relationship with an expectation of some measure of overt publicity, financial benefit, or return on investment.

**RESPONSIBILITIES**

The Mayor shall communicate in writing acceptance and the Chief Administrative Officer or designate shall communicate in writing to denied offers.

**STANDARDS**

1. All Donations and Sponsorships offered to the Town will be reviewed by administration.
2. Acceptance of Donations and Sponsorships up to and including \$10,000.00 may be approved by the Chief Administrative office or designate.
3. Acceptance of Donations and Sponsorships in excess of \$10,000.00 may be approved by Town Council.
4. All Donations and Sponsorships received with a value of \$5,000.00 or more, will receive a written thank you from the office of the Mayor.
5. Donations and Sponsorships valued at up to and including \$4,999.99 will receive a written thank you from Administration.
6. Receipts may be issued upon request.