

COMMUNITY LIVING DURHAM NORTH
FUNDRAISING AND DONATIONS

Policy No. A-10 (Finance)

Effective Date: May 1, 2007

Last Revision/Review: May 28, 2012

Rationale:

The purpose of this policy is to set out the provisions that govern fundraising activities at, and donations to, Community Living Durham North.

Policy Statement:

Community Living Durham North values its donors and wishes to protect them from multiple approaches by staff and volunteers. Therefore, the Board is directly responsible for oversight of the purpose and conduct of all fundraising initiatives.

Fundraising activities shall be informed by the Association's strategic and operational planning to the fullest extent possible and carried out in accordance with professional fundraising codes of ethics, in compliance with the provisions of the Income Tax Act of Canada, the Charities Accounting Act and the Charitable Gift Act, and also with sensitivity and respect for donors.

The Association's fundraising activities shall be coordinated in a manner that serves the best interests of the people it supports and will support the Association's priorities to the fullest extent possible.

Community Living Durham North is grateful for all donations offered, but will not accept donations that are unlawful or result in an abridgment of its integrity. CLDN may also decline donations where costs or liabilities are associated with the donation.

Approved by: _____ Date _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH
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Procedure No. <u>A-10-1</u> Internal Fundraising Initiatives	Effective Date: <u>May 28, 2012</u> Last Revision/Review: <u>April 30/16</u>
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- CLDN discourages staff-driven fundraising initiatives, at the program level, such as some groups homes used to conduct in order to finance vacations.
- An individual supported person may wish to raise funds in order to help realize some personal ambition, like participating in a sporting event being held abroad. However, such an initiative, with or without the assistance of support staff, would be a personal one not to be confused with CLDN fundraising and no official tax deductible receipts would be issued.
- Funds raised in this way would belong to the individual and would not appear on CLDN's books unless the person owns an internal liability account (see B-6-2). Support staff would assist the person to manage such funds, in his or her own interest, exactly as though the money originated as employment earnings or came from ODSP.
- A special kind of fundraising that is definitely encouraged by the agency is one conducted by the A-TEAM. Our group of self-advocates operates a Hot Dog Cart that is owned by CLDN. They take it to community events, Fall Fairs and the like, and considerable revenue is generated. The Hot Dog Cart would not generate a profit if it paid a wage to self-advocates but it does not. Self-advocates volunteer their time and the funds raised are therefore available to the A-Team, as a "corporate entity," to pay for conferences and advocacy work.

Procedure No. <u>A-10-2</u> Tracking the A-Team's Assets	Effective Date: <u>April 30/16</u> Last Revision/Review:
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- The A-Team is enrolled in our internal banking system (see B-6-2). It has a single account number within CLDN's chart of accounts. It is a restricted, in trust account, held completely separate from CLDN's operational accounts and from other restricted accounts.
- This restricted, in trust account is created and maintained by CLDN's Finance Department and our accounting software will have the capacity to generate full and accurate records.

- Revenue from Hot Dog Cart events will be deposited by Finance into the internal account.
- When the A-Team requires spending money, the Treasurer and Advisors will request that Finance transfer money from the account to the debit card. The Treasurer and Advisors will then withdrawal the funds from an ATM. The Debit card is to be locked in a safe place when not in use. The Team Leader and Program Manager will also be provided with the PIN for the debit card.
- All transactions will be processed through the agency’s accounting software and will be subject to regular internal and third party audits on the same schedule as we audit the spending ledgers and bank accounts of all CLDN accounts.
- There will be no interest earned on funds held in internal restricted accounts and there will be no charges for the services provided.

Procedure No. <u>A-10-3</u>	Effective Date: <u>May 1, 2007</u>
Donations	Last Revision/Review: <u>May 28, 2012</u>

- All donations will be acknowledged; acknowledgements may take a variety of formats (i.e. thank you letters, cards, hand-written notes). Minimally, an appropriate thank you will be printed on the official receipt.
- Unless anonymity has been requested, all donors will be acknowledged in the Association’s quarterly newsletter.
- Donors of monetary gifts are entitled to receive an official receipt for income tax purposes. Donors of eligible non-monetary gifts (or gifts-in-kind) may be entitled to receive an official receipt that reflects the fair market value of the gift. “Eligible gifts” is comprehensively defined by Canada Revenue Agency CRA.
- In some cases, the gift in kind may justify a professional appraisal of its worth. Then, an official receipt may be issued. The name of the appraiser will be included on the receipt and the actual written appraisal shall be attached to it (i.e. to both the original that is issued, and to the copy that is retained).
- Should a supplier offer a donation of his time/labour, it is necessary that we pay the full price of same while suggesting that he then make a donation to the agency.
- Official, tax deductible receipts, when issued, must be signed by the Director of Administration or designate.

- All donations will be recorded in the agency database.
- The record must include the date of the donation, the full name and address of the donor, the amount of the donation, and the number of the tax receipt. This record will be made available to the auditor at year end and will be kept for a period of seven years.
- All numbered tax receipts must be accounted for. Spoiled receipts will be marked void and kept with all other receipts in a secure place for seven years.
- Cash donations must not be handled individually by a single employee. To do so is to put oneself at risk. Therefore, the staff creating the record of the donation cannot be the employee who writes the thank you letter, or who makes the deposit, etc.

Procedure No. <u>A-10-4</u>	Effective Date: <u>May 1, 2007</u>
Designated Donations	Last Revision/Review: <u>May 28, 2012</u>

- Designated donations (i.e. typically, donations earmarked for a particular program or group home) will be used for the purposes for which they were given. If necessary due to program or organizational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate. If no agreement can be reached with the donor or his/her legal designate about alternative uses for a restricted or designated donation, the Association will return the unexpended portion of the donation. If the donor is deceased or legally incompetent and the Association is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.
- The internal mechanics of ensuring designated donations are appropriately expended will include:
 - Retaining a copy of the cheque, letter or document wherein the donor declares his intention;
 - The notification, by Finance to the Program Manager, that a specific program is the beneficiary of a designated donation of a particular amount;
 - A copy of the donor's declaration is to be attached to this notification;
 - When the program wishes to spend the designated monies, the Manager will complete a *Purchase Request* form (G-8), attach the declaration, and, if the amount exceeds managerial limits, submit to the appropriate Director for approval.

- Incoming donations of this kind will show as Association Revenue on the “Program Designated Donations” line. The Association’s expenditure accounts include an offsetting “Program Designated Donations” line and it is on this line that eventual expenditures will show up.

Approved by: _____ Date: _____
CEO