

Alberta Association of the Deaf Official Donation Receipt Policy

Official donation receipt is very important that whenever a tax receipt is issued, the transaction process is very clear, straightforward and simple. Otherwise Revenue Canada (CRA) will have Alberta Association of the Deaf (AAD)'s charitable number revoked. Any transactions that does not follow clearly will raise Revenue Canada' suspicion and that especially with you as a volunteer, you don't want to be burdened with this kind of increased headaches, nightmares and so on.

First of all, you need to know CRA guideline for issuing Tax receipts

Here is the website - <http://www.cra-arc.gc.ca/E/pub/tp/it110r3/it110r3-e.pdf>

Under no circumstance, should the individual make a payment to what I call a "nonqualified" organization (even though it may be affiliated to AAD) and have that nonqualified organization ask the other organization like AAD to issue tax receipt to that individual.

- If that individual wants tax receipt, then it should make a cheque payable to **Alberta Association of the Deaf** and then AAD will issue a tax receipt. A nonqualified organization can ask AAD for financial support at any time and it is the wish of the Executive Committee to decide whether to give financial support. AAD's recommendation is not to be exactly the amount donated by the individual but a grand sum plus or minus subject to the Executive Committee approval.
- As for goods given by the individual to AAD, please contact Revenue Canada and have them approve in black and white before you proceed in giving tax receipt. Again, it will be AAD to own that equipment/things, not the nonqualified organization. And that you need to know the market value of these goods and keep advertisement on that product as a reference source. AAD's recommendation is try to discourage that kind of practice.

Instead, use this way. AAD buys the equipment/product and process a cheque and give it to the person. That person deposits that cheque and makes a cheque or produces cash and give it to AAD, and hereby a tax receipt is issued.

That process is a bit cumbersome and bureaucratic, but it is very clear and simple.