

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Finances

4515: Charitable Donations

Policy

The Board of School Trustees shall not make money donations to outside organizations or to any individual.

The Secretary Treasurer may establish Trust Accounts for the receipt of charitable donations in accordance with Ministry of Education, Skills and Training guidelines for Trust Accounts.

Regulations

1. The Secretary Treasurer will acknowledge requests for money donations.
2. The Secretary Treasurer will issue applicable receipts for donations and gifts.
3. The terms of Trusts shall be as follows:
 - a) **Approved Programs:** those programs which receive financial support from Board funds or from funds raised by schools with the Board's knowledge and approval.
 - i) On receiving a Trust contribution designated to an approved or an existing program, the Secretary Treasurer or designate shall issue a receipt bearing the income tax registration number.
 - ii) The receipt shall identify the program for which the contribution has been designated.
 - b) **Unapproved Programs**
 - i) On receiving a contribution to an unapproved or non-existent program, the Secretary Treasurer or designate shall issue an interim receipt which does not bear the income tax registration number.

- ii) The contribution shall be credited to the general expense account and the Secretary Treasurer shall report the contribution to the Board at its next meeting.

4. Allocation of Contributions

- a) No contributor shall be permitted to specify that the contribution is to be directed towards a particular person.

5. Disbursement of Contributions

- a) All commitments and disbursements made against the Trust shall be cleared through the Secretary Treasurer, or designate.

6. Auditing

- a) All records, books, and documents concerning the Trust shall be available for auditing, as required by law.