



SECTION 3000: FINANCES

POLICY 3030: DONATIONS AND GIFTS TO SCHOOLS

- *Date Adopted: March 13, 2013*
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POLICY STATEMENT

All gifts of equipment or materials and all donations will be accepted on the understanding that they become the property and responsibility of the Board.

POLICY

All gifts of equipment or materials and all donations to schools must first be approved by the principal or the district administrator responsible for the equipment and/or materials. If approved, gifts will be accepted on the understanding that they become the property and responsibility of the Board.

The Secretary Treasurer may establish trust accounts for the receipt of charitable donations in accordance with Ministry of Education guidelines. The Secretary Treasurer will issue applicable charitable donation receipts.

REGULATIONS

The terms of trusts shall be as follows:

1. 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.
2. The receipt shall identify the program for which the contribution has been designated.
3. For non-designated funds, 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.



REGULATIONS *(continued)*

4. No contributor shall be permitted to specify that the contribution is to be directed towards a particular person.
5. All commitments and disbursements made against the Trust shall be cleared through the Secretary Treasurer or designate.
6. All records, books, and documents concerning the Trust shall be available for auditing, as required by law.