

# Gift Valuation & Receipting Policy

## 1 - Purpose

This policy is intended to outline United Way Toronto's (UWT) valuation methods for non-cash gifts and tax receipting policy for all gifts.

## 2 - Scope

This policy applies to all gifts for which a charitable tax receipt is being requested.

## 3 - Policy

The overriding principle in gift valuation is that UWT will, in all cases, value and receipt gifts based on Canada Revenue Agency (CRA) guidelines, while attempting to provide the donor with fair and equitable valuation and the appropriate tax benefit for their gifts.

## 4 - Procedures

### Cash Gifts

Receipts will be issued for gifts of cash (cheque, credit card etc.) based on the amount received. Year-end gifts will qualify for current tax year receipts if they are post marked in the current calendar year or officially received within the current calendar year.

Tax receipts will be issued automatically for a minimum donation of \$25. Donors making donations below this amount may get a tax receipt upon request.

### Gifts of Publicly Traded Securities

The value of the receipts for gifts of publicly traded securities will be based on the closing value of the security on the day the security has been received by UWT.

Receipts for gifts of publicly traded securities which are electronically transferred from a donor's broker to UWT's broker will be issued based on the closing value of the security on the day it is received in UWT's brokerage account.

For share certificates, the receipt will be issued based on the day the certificate, signed by the donor, is delivered to UWT. If sent by mail, valuation will be based on the date the mail is officially

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received at UWT. If the securities are re-registered in UWT's name by the issuing company and then delivered, the date which UWT receives the certificates will be used for valuation and receipting.

### Other Gifts-in-Kind

Documentation of gifts that are not readily valued must be prepared according to CRA guidelines before they are accepted.

For gifts with a fair market value of less than \$1,000 (and no less than \$100), a representative familiar with the type of property can appraise the value of the property. Receipts can be issued by UWT based on the appraisal.

For gifts greater than \$1,000, an independent third party appraisal is required. It is UWT's practice to have the donor pay for appraisals. UWT reserves the right to obtain, at its expense, its own appraisal in addition to the donor's appraisal. UWT will generally value the gift-in-kind at the lower cost or market value.

Should UWT be unable to determine a fair market value for the gift-in-kind, no tax receipt will be issued.

### Planned or Deferred Gifts

Gifts such as life insurance policies, gifts of residual interests, charitable remainder trusts, re-insured gift annuities, gifts of retirement benefits, and other planned gift vehicles will be valued and receipted using the formulas employed by recognized bodies such as the Canadian Association of Gift Planners and approved by CRA as they may from time to time change.

### Tickets for a Dinner or Show or Like Event

There may be times a portion of the ticket paid for a fundraising dinner or gala or show may be receiptable. UWT will determine the receiptable portion of the ticket based on the rules of CRA.

### Accountability for Policy

It is the responsibility of the Vice President of Finance to ensure that this policy is adhered to.

Breaches of this policy will be considered a serious matter and subject to disciplinary action up to and including termination.