

COMMUNITY TAX RECEIPTING

BC Cancer Foundation will be pleased to issue charitable tax receipts upon request in accordance with the Canada Revenue Agency rules and regulations for charitable tax receipting. **For the most current information regarding tax receipting, please refer to www.cra.gc.ca/charities.**

It is important to understand the rules about charitable tax receipts as you begin planning your event. Please refer to the above mentioned CRA website or contact the BC Cancer Foundation office 604.877.6040 with specific questions or concerns.

GENERAL TAX RECEIPT INFORMATION

- Charitable tax receipts are issued to individuals or organizations that make a donation of \$20 or more, provided that the donor does not receive any product or consideration from the donation. For an official tax receipt, the BC Cancer Foundation requires specific donor information including: donor's first and last name, complete mailing address, donation amount and name and date of event.
- The total value of issued tax receipts cannot exceed the net proceeds of the event.

Please note: A business/acknowledgement receipt can be provided to sponsors or other corporate contributions as proof of payment. However, most companies prefer to claim contributions as business or promotional expenses.

Donations that are NOT eligible for tax receipts:

- Purchase of auction items, gaming/raffle tickets (such as 50/50s), or the purchase of goods or services
- Business or personal services
- Corporate Event Sponsorships
- Items for which the fair market value cannot be reasonably determined

BC Cancer Foundation reserves the right to exclude other gifts from being eligible for tax receipts which do not meet BC Cancer Foundation's gift acceptance policies, as determined by BC Cancer Foundation, in its sole discretion.

OTHER CONSIDERATIONS

- When planning a community event, be realistic. In most cases sponsorship or gifts-in-kind will only cover a portion of your event costs. It is important to also consider any up-front expenses related to your event such as catering, venue rental costs, mailings and promotional materials. The BC Cancer Foundation has created a budget worksheet to assist you with your budget planning process. Please contact us at 604-675-8261 and we'd be happy to provide you with this material.
- BC Cancer Foundation is unable to secure or apply for licenses, permits or rental agreements on behalf. BC Cancer Foundation cannot assist you in securing prizes or other additional items for your event.
- Please contact the BC Cancer Foundation to ensure that your event has adequate insurance. In some cases, you will need to obtain your own event insurance.
- Some events may require additional insurance coverage. For questions regarding your event or for more information, please contact our office at 604.675.8261.