



## Charitable Tax Receipt Policy

Royal Canadian Golf Association, operating as Golf Canada, is a member-based organization and a non-profit organization that has the ability to acknowledge donations and provide charitable tax receipts to individual donors due to our status as a Registered Canadian Amateur Athletic Association.

**Our Canada Revenue Agency registered charity number is 10792 8665 RR0001.**

The following policy outlines the process that will be utilized for all charitable donations to Golf Canada.

### General Eligibility Criteria for Charitable Tax Receipts:

#### Gifts in the Form of Cash (or Credit Card):

- donations **must** have a minimum value of \$20
- in order to qualify as a gift, the donation must be voluntary
- the donor must not receive an advantage or consideration for their donation. The amount of the receipt will contemplate a reduction for any advantage provided to the donor in accordance with the Income Tax Act, administered by the Canada Revenue Agency (CRA)
- cheques **must** be made payable to Golf Canada
- Golf Canada **must** control and direct the use of the funds

#### Gifts in the Form of Property, Stocks or Estate Gifts:

- donations must include a transfer of property
- the transfer of ownership of the property must be voluntary
- if the estimated value of the property exceeds \$1,000, a valuation specialist will be used to value the gift
- the value of the tax receipt when stocks are donated will be equal to the closing bid price (multiplied by the number of units donated) on the *date of contribution*.
  - The *date of contribution* is the date the transfer is completed – received by Golf Canada. A donor's instruction to his or her broker to transfer units does not qualify as a completed contribution for tax purposes.

#### Gifts of Services:

- Golf Canada can **only** issue tax receipts for donations that legally qualify as gifts. Donations of contributed services, such as time, skills, and effort are not considered transfers of property and therefore, are not considered gifts in accordance with the Income Tax Act.
- Golf Canada may issue an official donation receipt if a person provides a service for which we pay, and the person then returns the payment to Golf Canada as a gift. In such circumstances, two transactions have taken place, the first being the provision of a service and the payment flowing therefrom, and the second being a gift proper. Golf Canada and the donor must proceed by way of an exchange of cheques - Golf Canada will **not** issue a donation receipt for an invoice marked "Paid" therefore ensuring that an exchange of cheques and audit trail exists.

**Use of Donations for Specific Purpose:**

In some instances, funds will be donated to Golf Canada to be directed to a specific use (e.g. Amateur championships or for provincial golf programs). The funds received by Golf Canada must be controlled and the allocation of those funds to specific uses must be at the sole discretion of Golf Canada. Charitable tax receipts will only be issued provided that no benefit accrues to the donor or anyone not at arm's length to the donor. Donors cannot choose the specific beneficiaries of their donations but can still give to a particular program once the Golf Canada has identified a beneficiary.

**Golf Canada will provide a tax receipt, for donations meeting the eligibility requirements noted above. Golf Canada reserves the right to refuse any gift which might jeopardize the tax-exempt status of Golf Canada or which, in its opinion, fails to meet the general principles or values of Golf Canada.**

Golf Canada adheres to all CRA rules and regulations governing the issuance of tax receipts by Registered Canadian Athletic Amateur Associations. Further information and guidelines can be found on the CRA website at:

“Giving to Charity” - <http://www.cra-arc.gc.ca/chrts-gvng/dnrs/menu-eng.html>

“Gifts of Services” - <http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cpc/cpc-017-eng.html>

*If you have further questions about these specifications please contact Garrett Ball (Controller, Golf Canada): gball@golfcanada.ca 905-849-9700, ext. 226*