



Queen Margaret's School
DENIM & DIAMONDS
DINNER & DANCE
 Saturday, May 13, 2017

Donor/Business Name (please print): _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

For Businesses only: Contact name: _____

DONATION

ITEM: Description (Please provide as much detail as possible) _____

Fair Market Value (does not include taxes): \$ _____

CASH: Amount \$ _____

PAID BY: Cheque (payable to Queen Margaret's School)

Visa MasterCard American Express

Credit Card Number: _____ Expiry: _____

Name on Card: _____

Donor's Signature: _____ Date: _____

TAX RECEIPTS will be not be issued for any auction item donations unless requested.
If required, please attach your sales receipt or appraisal in order for us to issue a tax receipt.
Please see reverse for more information.

***Please return this form to Reception at Queen Margaret's School
 or fax it to 250-746-4187 no later than May 1, 2017
 in order to be included in our event program.***

***For more information, phone 250-746-4185 ext. 3102
 or email events@qms.bc.ca.***





QUEEN MARGARET'S SCHOOL

660 Brownsey Avenue

Duncan, British Columbia, Canada V9L 1C2

T 250 746-4185 | F 250 746-4187 | www.qms.bc.ca

TAX RECEIPTS

Donation Receipt Guidelines

If a Charitable Donation Receipt is required please provide the following information at the time the donation is made.

1. DONATIONS BY INDIVIDUALS

- a) **Cash Donations** - receipts will be issued for all cash donations \$20 and over.
- b) **Goods Purchased** - please provide sales receipts for goods purchased showing the business name, address and purchase price. Receipt will be issued for an amount not including sales taxes.
- c) **Personal Goods** (paintings, jewellery, antiques, etc.)
 - For items worth \$1,000 or more please provide a current appraisal from a qualified independent appraiser as to the fair market value, as of the date the gift is received by the School.
 - For items under \$1,000 a QMS staff member will be responsible for determining fair market value, as per CRA guidelines.
- d) **Gift Certificates** – please ensure the value is clearly indicated on the certificate, or include sales receipt of purchase.
- e) **Services** (lessons, tours, dinner parties, professional services, cruises, vacation properties, etc.) – A cheque exchange is required in order for a receipt to be issued i.e. QMS can purchase the services from the donor and the donor voluntarily donates the funds back to the school
 - the donor invoices the school at the fair market value
 - the school issues a cheque to the donor in payment of services “purchased”
 - the donor endorses the cheque and returns it to the school as a cash donation
 - a charitable donation receipt can then be issued

Note: We cannot issue receipts for the “value of time” spent by a donor unless it is a service for which a defined charge is usually made in which case the cheque exchange process applies.

Expenses associated with the delivery of the “donated service”, i.e. cost of supplies for a private dinner or similar out-of-pocket costs are eligible for a charitable donation receipt by a cheque exchange if the appropriate receipts are attached.

2. DONATIONS BY BUSINESSES

- a) **Goods, Certificates and Services** - Charitable Donation Receipts are not ordinarily issued to companies or unincorporated businesses. These types of entities are already able to deduct the cost as a business expense. However, if a receipt is preferred, the School can do so, but a cheque exchange is required.
 - the business issues an invoice to the School for the fair market value of the item or certificate
 - the School issues a cheque to the business in payment of goods and services
 - the business issues a cheque for the same amount as a cash donation to the School
 - a charitable donation receipt can then be issued
- b) **Sponsorship**

Where a business donates to the School and receives a material advantage, such as promotion or advertising, the School cannot issue a Charitable Donation Receipt, as the donation is not a gift at law. For taxation purposes, the business can use the cost of the donation as an advertising expense.