

York Region Children's Fund
Gift Acceptance Policy
Date: September 29, 2014

Introduction:

The York Region Children's Fund, through its philanthropic activities, assists the York Region Children's Aid Society in attracting the resources required to fulfill and enhance its mission of championing the care and protection of children in York Region. The following provides information on YRCF's policy and procedures for gift acceptance.

Purpose:

YRCF solicits and accepts gifts consistent with this mission. This Policy applies to donations and raised funds received through all fundraising activities of YRCF, including: annual, major and planned gifts. Donations from individuals, corporations, community groups, and foundations are accepted.

Definition of a Gift:

A gift is a voluntary transfer of property that is given freely. Only gifts of property are eligible for official donation receipts (for example, cash, gift cards, equipment). Donations by definition may be only made without expectation of benefit in return.

Gifts of Services:

Contributions of services, that is, of time, skills or efforts, are not property, and therefore they do not qualify as gifts for purposes of issuing official donation receipts as per Revenue Canada and thus would not be accepted by YRCF. Accordingly, YRCF cannot issue an official donation receipt for services rendered free of charge.

YRCF may issue an official donation receipt if YRCF pays for a service and then the service provider chooses to donate the money back to YRCF as a gift. In such circumstances, two transactions have taken place, the first being the provision of a service and the payment flowing there from, and the second being a gift proper. Known as a cheque exchange, this process ensures the presence of an audit trail, as the donor must account for the taxable income.

Eligible Gifts:

Cash

- YRCF accepts cash, cheques, money orders, MasterCard, Visa and American Express.

York Region Children's Fund Gift Acceptance Policy

Date: September 29, 2014

- Online donations can be made at www.yorkcas.org and at "www.newYRCFwebaddress.org".
- Cheques should be made payable to York Region Children's Fund.
- Donations made to York Region Children's Aid Society will be managed and receipted by York Region Children's Fund.
- Cash donations may be made as a one-time gift or as a monthly contribution.

Pledges

- A pledge is a gift which is given over a period of time, typically to a limited number of years.
- YRCF will accept multi-year or multi-payment pledges payable for up to 4 years for a specific purpose and/or program in keeping with its mission.
- A written pledge agreement will be used, where suitable, to ensure both parties are in agreement of the timeline and the use of funds. This is of particular importance in the instance of a capital project where utilization of project funds may begin prior to receipt of full and final pledge payments.
- Pledges may be paid via cash or via a gift of securities.

Gifts In Kind

- Also known as non-cash gifts; they are gifts of property.
- YRCF, in coordination with the YRCAS, reserves the right to use its own discretion on how gifts in kind will be best utilized.
- YRCF will accept new items that are in keeping with its mission and/or that can be used to raise funds.
- YRCF reserves the right to decline any in-kind donation.
- For gifts of newly purchased items accompanied by a bill of sale, upon request, a charitable donation receipt may be issued for the purchase price.
- For gifts of used equipment, art, furnishings or other item of some value to the organization, value must be ascertained in order to receive a charitable donation receipt, therefore:
 - For a gift with an anticipated value at more than \$1,000, a third party appraisal to be paid for by the donor from a qualified appraiser may be requested as proof of value.
 - For a gift with an anticipated value at less than \$1,000, an internal written appraisal provided by someone with sufficient qualifications to make an intelligent judgment or a quote of value based on as many as three comparables (Kijiji, Amazon, etc.) may be sufficient.
- Only second hand furnishings, books, toys and other like items deemed to be designated as rare and of significant value will be considered for a charitable donation receipt.
- All gifts in kind are treated by the YRCF as bona fide donations and must be reported to the YRCF along with their value where possible (whether a receipt

York Region Children's Fund

Gift Acceptance Policy

Date: September 29, 2014

is required or not) in order for the donor to be acknowledged, thanked and recognized.

Real Estate

- The Board of Directors will review and determine whether to accept any gifts of tangible personal property to ensure that acceptance will not involve financial commitments or other obligations.

Publicly-Traded Securities

YRCF will accept gifts of securities that are publicly traded stocks, bonds and mutual funds. The value and tax receiptable amount is determined by the value of trading on the date of receipt of donation.

- Securities accepted by YRCF are generally sold promptly upon completion of the stock transfer.
- For donations given late in the calendar year, a charitable tax receipt cannot be guaranteed for the year in which the gift is given.
- For gifts of securities where the realized value is less than the receiptable value, where appropriate, donors may wish to make up the difference via a cash gift.

Endowment Funds

Donations made towards the YRCF Endowment Fund will be invested, and grants will be made based on annual available investment income, thus maintaining donor investments while supporting the mission of the YRCF in perpetuity.

Types of Endowment Funds include:

- YRCF Endowed Fund: These funds are administered at the discretion of the YRCF to address urgent and unrestricted needs.
- Education Fund: Used specifically to help kids in their educational pursuits.
- Camp for Kids Fund: Used specifically to ensure kids have a meaningful camp experience.
- Named Endowed Fund: In the case where a donor wishes to begin an endowment in theirs or a loved one's name and/or to a specific purpose, an initial minimum investment of \$25,000 must be realized and the use of the Fund must be in keeping with the goals and needs of the organization.

Bequests

A bequest is a gift made to YRCF from a realized Will following the passing of the donor. Bequests can include:

- A gift of a stated amount of money
- A percentage of the estate or percentage of the remaining estate following specific gift allotments.

York Region Children's Fund Gift Acceptance Policy

Date: September 29, 2014

- Gifts of specific property, such as real estate or securities.

Life Insurance

YRCF accepts gifts of life insurance policies where it is named as beneficiary and where the donor maintains responsibility for payments owing on the policy.

Use of Gifts:

Gifts will be used in keeping with the donor's intentions as it pertains to the mission of YRCF to support children and youth in the care and protection of York Region Children's Aid Society.

Restricted Funds

Restricted gifts are tied to a specific use and not available for the general purposes and priorities of YRCF.

Unrestricted Funds

Unrestricted gifts will be used for the most needed initiatives as determined by the Executive Director in conjunction with YRCF's Board of Directors.

Restriction on Gifts:

YRCF reserves the right to accept or decline any gift. The final decision will be made with its Executive Director in consultation with its Board of Directors.

YRCF will not accept gifts that:

- Are for purposes outside of YRCF's mission or compromise its mission and guiding principles.
- Are too difficult or too expensive to administer in relation to their value.
- Would result in YRCF losing its charitable status.

Responsibility to Donors:

Confidentiality

Information concerning all transactions between a donor and the YRCF shall be handled with respect and held in strict confidence.

Privacy

Anonymity will be granted to any donor who makes this request.

YRCF adheres to the Donor Bill of Rights. The document can be viewed at:
www.afpnet.org/ethics/enforcementDetail.cfm?ItemNumber=3359

York Region Children's Fund

Gift Acceptance Policy

Date: September 29, 2014

YRCF adheres to the AFP's Code of Ethical Principles and Standards.

The document can be viewed at:

www.afpnet.org/Ethics/EnforcementDetail.cfm?ItemNumber=3261

Gift/Pledge Agreements

- Where appropriate, gift agreements will be recorded between donors and YRCF to reflect agreed-upon timelines and use of gift.

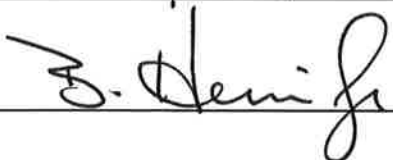
Legal Counsel

- YRCF cannot give accounting, tax, or legal advice. It is strongly encouraged that each donor secures independent counsel for all matters relating to their gifts.
- Where appropriate, YRCF seeks the advice of legal counsel in matters relating to the acceptance of gifts.

Charitable Donation Receipting

- As a registered charity, YRCF can issue official charitable donation receipts (also known as tax receipts) to acknowledge outright gifts and provide a statement that the donor can use for tax purposes in keeping with Canada Revenue Guidelines (CRA).
- All donations to YRCF will be receipted in accordance with the rules and regulations set out by the Canada Revenue Agency.
- Financial donations of \$10 or more are automatically tax receipted; financial donations of less than \$10 will be given only upon request.

Approved on October 9, 2014

YRCF Board Chair Signature 

YRCF Board Chair Name Bruce HERRIDGE

