

WHAT YOU NEED TO KNOW ABOUT TAX RECEIPTS



“When I was nine I started raising money for my friend’s mom who was fighting cancer. I wanted to show support by selling bookmarks made with some markers and paper.”

- Ainsley Maccuish,
Bookmarks by Ainsley and Friends,
supporting Cancer Care at LHSC



Issuing Tax Receipts

For those who donate \$20 or more, LHSF will issue a tax receipt. Our [Tax Receipting Policy](#) is based on Canada Revenue Agency (CRA) [guidelines](#).



Cash and Cheques

LHSF will issue charitable tax receipts for all cash and cheque donations as long as the following criteria is met:

- The donation is greater than \$20
- The full name, address and phone number of the donor is provided

The tax receipt will be issued directly to the donor and can not be transferred.



Gifts in Kind

LHSF will issue a charitable tax receipt for an item donated by an individual only if the item is new and is accompanied by a receipt of purchase. If the item is donated by a business and considered inventory, this is considered a business expense. In this case, LHSF will provide a letter of acknowledgment instead of a tax receipt.

PLEASE NOTE: LHSF can not issue a tax receipt for a gift in kind if the value of the item is not clear. Ex: Sports paraphernalia, private parties, etc.



Services

In accordance with CRA rules, LHSF can not provide charitable tax receipts for services such as volunteering, photography, emceeing, etc.



Event Tickets

When someone purchases an event ticket, they are essentially purchasing a good: a meal, a sports tournament, entertainment, etc. For this reason, LHSF can not issue a charitable tax receipt for the full ticket amount. Ticket prices are often set above the expense cost because the ultimate goal is to raise money. LHSF will issue charitable tax receipts for the portion of the ticket price that does not cover the expense after a full tax receipt calculation is completed. These will be issued after an event once the budget has been reconciled.

TIP: If you plan to provide gift bags or door prizes, please ensure the value does not exceed \$75 or 10 per cent of the amount of the ticket (CRA regulations).



Artwork

LHSF will provide a charitable tax receipt for artwork if there is a letter of appraisal from an independent retailer verifying the value or receipt of purchase. For individuals who make art for a hobby, only the value of the products used to make the art piece is eligible for a charitable tax receipt (proof of purchase required).



Acting as Event Coordinator

When an event coordinator or fundraiser collects money from the general public and pays the amount to LHSF, the coordinator is not entitled to a charitable tax receipt. The coordinator should collect contact information from each donor he or she solicits, and provide that information to LHSF with each respective gift amount. The individual donors will be entitled to charitable tax receipts.

