



Regina Palliative Care Inc. Gift Acceptance Policy

1.0 Background

Regina Palliative Care Inc. (RPCI) is a registered charity under the Canada Customs and Revenue Agency (CCRA). The charitable registration number is

The guidelines presented in this document have been established to ensure:

- informed decisions are made on the acceptance of gifts
- all requirements pursuant to the Income Tax Act and other legislated requirements are met
- efficient administrative, legal and accounting practices are followed
- accurate reporting of all gifts and sponsorships to RPCI
- consistent application of policies and procedures when dealing with donors and sponsors

2.0 Scope

These policies and procedures are established to govern the acceptance and administration of all types of gifts made to RPCI including inter vivos (during the donor's lifetime) or testamentary (bequest) gifts.

3.0 Policy for Gift Acceptance

The following gifts are deemed eligible for acceptance by Regina Palliative Care Inc.:

- Cash donations (including gifts of cash, cheques, credit cards, electronic funds transfer, payroll deductions)
- Gifts-in-kinds (shares, bonds, artwork, and other assets) (Note: services donated cannot be issued a tax receipt)
- Life insurance policies
- Gift Annuity
- Residual Interest or Charitable Remainder Trust
- Bequests
- Publicly traded securities
- Shares in Privately-owned companies or business interests



3.1 Gift Limitations

RPCI may elect to accept or decline any gift. The final decision to accept or decline a gift rests with the Board of Directors.

The negotiation and development of terms and conditions relating to gifts is to be co-ordinated through the RPCI Development Office. The Development Office will seek appropriate counsel from the Director of Palliative Care and the Project Manager of the Bereavement Centre to ensure:

- the donors intent and direction is consistent with RPCI objectives and priorities
- that the donor's intent and direction is clearly understood and documented
- that the gift does not expose RPCI to potentially significant liability
- that if precedent-setting or sensitive issues are present, they are adequately assessed by the appropriate authorities
- that the proposed gift has received the appropriate RPCI review and approval

3.2 Gift Refusal

When an offer of a charitable gift is judged to be contrary to Regina Palliative Care Inc.'s best interest, the Development Office may request that the terms be revised or decline the offer. The final decision to accept or decline any offer rests with the RPCI's Board of Directors.

Gifts may be refused if:

- the donor receives any direct personal benefit under the arrangement (Canada Customs and Revenue Agency (CCRA) Interpretation Bulletin IT-110r3- "Gifts and Official Donation Receipts" does not allow registered charities to issue a tax receipt where the donation is used to confer a benefit of any kind to the donor)
- the donor has signing authority over use of the funds
- is too narrowly restricted to be used within a reasonable time
- has an attached liability that could create an undesired financial burden
- is from an individual or organization whose philosophy and values are inconsistent with the overall philosophy and values of Regina Palliative Care Inc.
- is determined to be something other than a charitable gift
- in any way violates federal and provincial laws or regulations



4.0 Eligible Gifts

4.1 Cash Donations

Cash donations may be in the form of cash, cheques, electronic funds transfers, credit card transactions or other cash transfer mediums accepted at RPCI.

4.2 Gifts in Kind

Gifts-in-kind are donations of property other than cash-based gifts. Examples of donations are land, buildings and marketable securities. Gifts-in-kind may be received and held by RPCI and used for purposes consistent with its objectives, or may be disposed of at any time after the donation, provided no such agreement to the contrary is made between the donor and RPCI. The gift must be of use to RPCI, or it should be available to be disposed of and the proceeds directed in support of RPCI and its programs or as agreed to between RPCI and the donor.

Canada Customs Revenue Agency (CCRA) requires that the charitable receipt be issued for an amount equal to the fair market value of the gift. This value must be supported. The person who determines the fair market value must be competent and qualified to evaluate the property being transferred by way of a gift. Fair market value is considered to be the value established between a willing buyer and a willing seller who are dealing at arm's length.

Independent appraisals are required for all gifts-in-kind over \$1,000.00 by a qualified independent third-party appraiser. Appraisals are the responsibility of the donor unless otherwise approved by RPCI.

4.3 Life Insurance Policies

Donors may donate to RPCI new or existing life insurance policies. Where RPCI is the owner and beneficiary of the policy a receipt for tax purposes may be issued to the donor for the annual premium payments and for the cash surrender value of the policy at the date of the gift based on guidelines established by CCRA Section 118.1 (see also IT Bulletin #IT-22R3).

4.4 Gift Annuities

Donors may donate to RPCI annuity contracts where the donor receives predetermined payments during their lifetime with the balance remaining at date of death flowing directly to RPCI. The donor may be eligible to receive a receipt for tax purposes on a portion of the value of an irrevocably gift annuity based on guidelines established by CCRA.



4.5 Charitable Remainder Trust

The donor retains the right to income or the use of the assets during his or her lifetime. The property is irrevocably transferred to RPCI and the donor receives a charitable receipt for the discounted value actuarially determined by CCRA regulations. A receipt is issued at the time the trust is set up.

4.6 Bequests

Bequest paid to RPCI qualify as charitable gifts. Official receipts for tax purposes will be issued to the estate of the deceased.

4.7 Gifts of Securities

The securities of publicly traded companies that are acceptable to RPCI are those that are registered for trade at a securities exchange in Canada or the United States. These also include mutual funds.

5.0 Reporting

Regina Palliative Care Inc. will prepare an annual report to donors presented at the annual general meeting.

As may be directed in donor agreements, annual reports may be provided to donors advising them as to the financial activity and financial status.