



BUSINESS ADMINISTRATION

TAX RECEIPTS 222

Rationale

For regional schools within the CISVA, where the school has more than one member parish, in order to facilitate fundraising and the provision of tax receipts, schools need a structure whereby the issuing of tax receipts can be assured. The capacity of schools to fundraise successfully is affected by the ability of schools to issue tax receipts to donors for gifts made to the school. The CISVA Board recognizes that school communities need to be given a variety of options for issuing of tax receipts that are respectful of the relationships between regional schools and parishes.

Policy

The Regional Education Committee will determine the most suitable option to be used by the school within the established CISVA framework and in accordance with guidelines established by Canada Revenue Agency.

Procedure

A regional school will have several options for the issuing of tax receipts:

1. The parish of the Archbishop's Representative will issue tax receipts for the regional school.
2. The parishes of the region will share in the responsibility according to an agreed upon formula.
3. The school will issue tax receipts directly. Schools must apply to the Board of Directors for approval and must to follow established guidelines contained within a written agreement between the school and the board of directors. The school's ability to issue tax receipts directly will be limited to receipts for monetary gifts.
4. School and parish(es) will share in this responsibility according to an agreed upon formula.

The following issues are to be considered when making this determination:

1. The availability and expertise of staff in school and parishes to prepare tax receipts.
2. The volume of tax receipts anticipated for a given year.
3. The nature of the contributions and/or fundraising events for which tax receipts are being issued.

Reference: Canada Revenue Agency http://www.cra-arc.gc.ca/E/pub/tg/rc4108/rc4108-e.html#P238_14594	Approved: Board of Directors
	Date Approved: April 1, 2008
	Date(s) Revised:
Cross-reference:	