



PROCESS & GUIDELINES

Donations, even if you did not solicit them, are considered fundraising. Please use the following guidance to identify the actions required to accept a donation.

Step 1: Upon receipt of a donation:

- Thank your donor; and
- Determine if the donor will need an official donation receipt for income tax purposes¹;

Step 2: If your donation is over \$1000 dollars or has been solicited/requested, please follow the FR.1 submission process or contact your DC/AC for further instructions.

Step 2: Process for unsolicited donations under \$1000 dollars:

- If your donor **does not** require an official donation receipt for income tax purposes, provide a unit / council receipt and deposit the cheque directly into the appropriate bank account. **DO NOT** forward the cheque to the Alberta Council office. Fill out an AB-Council.30 Donation Acceptance Checklist and file with your financial records.
- If your donor **requires** an official donation receipt for income tax purposes, fill out and send a Donation Acceptance Checklist, with the original cheque to the Alberta Council Office.

Girl Guides of Canada, Alberta Council
Attention: Accounting Clerk
11055 - 107 Street NW
Edmonton, AB T5H 2Z6

- The Alberta Council office will deposit the donation cheque, issue a cheque payable to the unit/district/area that the donor intended as specified on the AB-Council.30 Donation Acceptance Checklist and then issue an official donation receipt for income tax purposes for the donor. The **reissued cheque** AND the **official tax receipt** will be sent back to the mailing address indicated on the AB-Council.30 Donation Acceptance Checklist and the unit/district/area will be responsible for delivering to the donor.

¹ A standard receipt is a recognition that the funds have been received while an official donation receipt would be used by the donor as a deduction for income tax purposes; not all donors require an official donation receipt.



**GIRL GUIDES OF CANADA, ALBERTA COUNCIL
DONATION ACCEPTANCE**

AB-Council.30

DONATION ACCEPTANCE CHECKLIST

(This checklist is to be completed and kept with the entity's financial records regardless if an official donation receipt for income tax purposes is required by donor)

Responsible Guider accepting the donation:

IMIS #:

Phone:

Email:

Donor's Name:

Name of the Account as identified on the Cheque:

If different from Donor's Name

Cheque Amount:

Chq#:

Name of the unit/district/area where the donation is designated to be paid to:

ie Girl Guides of Canada, 1st Your town Spark Unit, OR Girl Guides of Canada, Your Area/District

Does the Donor require an official receipt for income tax purposes? Yes No

If yes, please provide the mailing address of the unit/district/area contact where the reissued cheque will be mailed to:

Address:

City:

Postal Code:

If your donation is over \$1000 dollars and/or has been solicited/requested, please follow the FR.1 submission process or contact your DC/AC for further instructions.

**Submit a printed copy of this completed Checklist when sending cheques to the
Alberta Council Office**