



## **Donation Policies for Provincial Associations**

### **General Acceptance Principles**

Tennis Canada is a Registered Canadian Amateur Athletics Association (RCAAA), and as such is recognized by the CRA as a qualified donee. A qualified donee is an organization that can receive gifts and issue official donation receipts for those gifts.

At law, a gift is a voluntary transfer of property without consideration. Under the Income Tax Act, property refers to property of any kind whatever, whether real or personal, corporeal or incorporeal, and includes rights. At Tennis Canada, the property transferred will usually be cash. In order to qualify as a gift, the property must be freely disposed of by the donor.

Paragraph 168(1)(f) of the Income Tax Act provides that a gift to a RCAAA must be made without any implied or express condition or understanding that it be transferred to a local club or other named beneficiary.

Tennis Canada reserves the right to decline any gift that is judged to be inconsistent with legal and regulatory requirements, inconsistent with organizational needs as outlined in Tennis Canada's stated purposes or objectives, or which requires organizational resources in excess of those reasonably available to realize or maintain the gift or that would impose undue responsibilities because of the source, condition or purpose of the gift. Similarly, Tennis Canada may not accept gifts that involve unlawful discrimination (e.g., prohibited by local, provincial or federal laws), which would expose Tennis Canada to adverse publicity or which fall into categories of gifts that are not acceptable as charitable gifts, for example gifts cannot be accepted as payment of a basic fee, or when made for the personal benefit of any named individual(s).

Tennis Canada reserves the right to refuse any gift which may jeopardize the tax-exempt status of Tennis Canada or which, in its opinion, fails to meet the general principles outlined in its Gift Acceptance Policy.

### **Procedures:**

- When donations are received by Tennis Canada the provincial association will receive email notification outlining the gift(s) received.
- Tennis Canada will process the donation and issue a tax receipt within 30 days

of receipt of gift.

- Tennis Canada will send the tax receipts in individual envelopes along with a detailed report to the province. Provincial associations are responsible for sending to the donors. Provincial associations are responsible for thanking and recognizing all donors as well as tracking all donation amounts.
- Tennis Canada will return donated funds back to the provincial association every 60 days via cheque. The full amount of the donation less actual credit card charges or broker fees will be transferred. The provincial association then is responsible for transferring the money to the appropriate program.
- Donation form may not have provincial association's logo on it however donor is given option to direct their donation to the provincial association (see Tennis Matters Provincial Donation Form). The provincial association should keep a copy of all donation forms and send the originals to Tennis Canada. All cheques must be made out to Tennis Canada.
- Donors are advised on the donation form that Tennis Canada will do its best to honor the donor's preference however direction of donations is at the sole discretion of Tennis Canada.
- The provincial association must submit quarterly progress reports outlining the use of the donated funds.

### **Fundraising events:**

- Further to Tennis Canada's policy document, Tennis Canada Charitable Tax Receipts Guidelines for Events January 2012, Tennis Canada is only able to tax receipt events where the event is billed as a fundraiser for tennis in a specific province. Reference to supporting a specific provincial association negates the tax receipt. Provincial logos may not appear on event materials.

### **Notes:**

- Donation receipts will not be issued for capital project donations under \$25
- Tennis Canada is able to accept donations in the form of cheques, credit cards, gifts of stock, EFT's, and estate gifts.
- Tennis Canada will not accept property, artwork, cash, annuities, insurance policies, charitable remainder trusts or other gift planning vehicles at this time
- Tennis Canada is not able to tax receipt gifts directed to endowments, non-Tennis Canada sanctioned tournaments, non-Tennis Canada sanctioned players,

non-Tennis Canada sanctioned programs, gifts direct to private clubs, donations to specific clubs that are not related to Tennis Canada's facilities development program or the delivery Tennis Canada programs, and any other donation that is in direct violation of Revenue Canada's policies.