

Receipting Charitable Gifts in Canada



CharityVillage.com®
Campus

Module One – Introduction

- Introduction
- How this course works
- Course objectives
- Important points (2 screens)
- Who can issue charitable donation receipts?
- How does the CRA distinguish between “registered charities” and “nonprofit organizations”?
- Quiz
- Taking your responsibilities seriously
- Review of module one

Module Two – The Basics

- Introduction to module two
- Issue a tax receipt only as needed
- Sometimes tax receipts aren’t needed
- Quiz
- What is a gift? (5 screens)
- Quiz
- Who is the donor?
- Quiz
- Information included on all tax receipts
- Review module two

Module Three - Fair Market Value

- Introduction to module three
- What is fair market value (FMV)?
- Quiz
- How is the fair market value of a gift determined?
- Deemed fair market value
- How deemed fair market value could affect your charity
- Quiz
- Using the correct date for fair market value
- Fair market value and tangible property
- Fair market value and public securities (5 screens)
- Quiz
- Information to include in tax receipts for gifts-in-kind (non-cash gifts)
- Review of module three

Module Four – The Split Receipting Rules

- Introduction to module four
- What are the split receipting rules?
- Key elements of an “advantage” (5 screens)
- How to receipt a cash gift where there’s an “advantage” (2 screens)
- Quiz
- How to receipt a non-cash gift where there’s also an advantage (5 screens)
- Tax receipt flowchart
- Quiz
- Review module four

Module Five – Receipting and Fundraising Events

- Introduction to module five
- General rules about receipting for events
- Split receipting rules apply
- Third-party events
- Quiz (x3)
- Fundraising dinners
- Business purchasing tickets for employees and clients
- Complimentary benefits
- Example - Split receipting fundraising dinner
- Raffles
- Quiz (x3)
- Charity auctions (2 screens)
- Receipting gift certificates
- Quiz
- Tax receipting and golf tournaments (3 screens)
- Quiz (x2)
- Review of module five

Module Six – Additional Tax Receipting Rules

- Introduction to module six
- End-of-year receipting
- When is a gift received? (3 screens)
- Record-keeping
- Quiz
- Receipting on behalf of another organization
- Receipting and the disbursement quota
- Review module six

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Module Seven – Progressive Steps in Compliance Measures

- Introduction to module seven
- Compliance tools: Education
- Compliance tools: Audits
- Compliance tools: Compliance agreements
- Compliance tools: Financial penalties
- Compliance tools: Revocation
- Quiz
- Review module seven

Module Eight – Course Review and Wrap-Up

- Course review
- Wrap-up

Downloadable Course Resources (PDF)

- Defining a gift
- Fair market value
- Is a receipt needed?
- Navigating the CRA website
- Qualified donees
- Receipting and charity auctions & gift certificates
- Receipting and golf tournaments
- Receipting and special events
- Receipting and the disbursement quota
- Receipting flowchart
- Receipting non-cash gifts
- Sanctions or penalties for non-compliance
- What is an “advantage”?
- What to include on a receipt
- Who is the donor?
- Year-end giving