

MUNICIPALITY OF LOUISE
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Revenues	<i>Classification</i>	Policy
<i>Subject</i>	Issuing of Donation Receipts	<i>Pages</i>	1
<i>Authority</i>	Council	<i>Effective Date</i>	March 2015
<i>Approved</i>	Res. # 2019.03.18	<i>Index</i>	

PURPOSE

The purpose of this policy is to outline the procedure for issuing of receipts to individuals who wish to donate money to organizations within the Municipality of Louise who do not have a charitable registration number. The Municipality of Louise as a municipal government agency does not require a registration number. This policy addresses the criteria for issuing donation receipts to individuals and organizations.

POLICY STATEMENT

It is the policy of Council to support donations to local community groups within the Municipality of Louise which encompasses the LUDs of Clearwater, Crystal City and Pilot Mound.

PROCEDURE

1. Donations may only be accepted for charitable or non-profit organizations within the Municipality of Louise
2. Charitable or non-profit organizations may request in writing for the Municipality of Louise to issue donations receipts where the organization is fundraising for a special project. Approval may be given by the Chief Administrative Officer to provide receipts on behalf of the organization.
3. Where organizations are eligible to obtain their own charitable number, they will be encouraged to do so.
4. The minimum amount for which receipts will be issued is \$10.00. Cheques should be made payable to the Municipality of Louise.
5. Receipts issued are not guaranteed to be tax deductible by the Canada Revenue Agency.

MUNICIPALITY OF LOUISE
DONATION AND RECEIPT POLICY

Name of organization -

Mailing address of organization -

I,(designation).....
on behalf of the organization as listed above request the Municipality of Louise to issue
donation receipts as the organization is fundraising for the special project of

.....

I understand that the minimum donation for which a receipt will be issued is \$10.00

I understand that cheques should be made payable to the Municipality of Louise. Cheques
will be handed into the Municipal Office at one time.

I understand that receipts are not guaranteed to be tax deductible by the Canada Revenue
Agency and I will advise the donors accordingly.

Signed

Dated

I approve the above request.

Signed
Chief Administrative Officer
Municipality of Louise

Dated

Copy mailed to organization – date