
Board Governance Policy Cross Reference: [1](#), [13](#), [14](#), [16](#)

Administrative Procedures Cross Reference:

[Parent Advisory Councils](#)

[Student Fees and Fundraising](#)

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) recognizes and appreciates gifts and donations including any items purchased by Parent Advisory Councils.

- All gifts and donations exceeding \$500.00 will be itemized. The list will be forwarded to the Secretary-Treasurer.
- Donations and “gifts in kind” may be made to the Interlake School Division Foundation.
- Tax receipts will be issued upon request.
- In the case of gifts of equipment and resources, schools must contact the appropriate supervisor to determine that they meet the safety requirements and guidelines of the Division.

The following procedures will be followed:

1. Establish a charitable organization

The Finance Department has established a charitable organization fund for the purpose of providing an opportunity for individuals or firms to make tax deductible donations to the Interlake School Division to support special items or purposes that cannot be provided for in the division's annual operating budget.

General principles of the fund will be as follows:

- a) To promote and encourage contributions to the fund.
- b) To provide a mechanism by which requests from schools for funding can be received, evaluated and approved.

- c) To provide for the advancement of education by providing, through the administration of this fund, financial support for projects in public education within the Interlake School Division.
- d) To provide a mechanism by which fund-raising projects may be authorized as charitable activities and to provide contributors tax receipts.
- e) Donations for specific projects or purposes as identified by the donor and/or request for specific projects or purposes from Division schools, departments, students or staff, should fulfill the purpose of the fund and the following criteria:
 - I. For equipment with an individual value greater than \$100.00 and an anticipated useful life greater than three years, for use by students or for administrative use anywhere within the Interlake School Division.
 - II. For bursaries/scholarships for division wide allocation or for individual schools.
 - III. For special non-recurring projects not normally or exceptionally provided through the annual budget or available from other division funds.

2. Administration of the Charitable Educational Fund

Interlake School Division will administer the fund as follows:

- a) Schools or Parent Advisory Councils (PAC's) that initiate special fund-raising projects may request to use the Interlake School Division registered charity number for grant application purposes.
- b) Charitable donation receipts will be issued for contributions of cash valued at \$25 or greater or gifts-in-kind valued at \$50.00 or greater made to the fund.
- c) The school will collect cheques made payable to Interlake School Division and will prepare a covering letter to the Finance Department and indicate how much was donated.
- d) The Finance Department will deposit the money to the appropriate school FRAME account.
- e) When schools receive donations for materials for specific projects, a "paid invoice" is required to be submitted to the Finance Department. A Division cheque will be issued to reimburse the paid invoice and the donor may then donate the money back to the Interlake School Division for an official receipt for tax purposes.
- f) Cash contributions will be deposited into the account established for the applicable fund raising activities.
- g) For equipment donated to the Interlake School Division, the donor must provide the following written independent appraisals:
 - i. three independent appraisals with the fair market value for values over \$1000;
 - ii. two independent appraisals for values over \$500 and less than \$1000;
 - iii. one independent appraisal for values less than \$500.
- h) All appraisals are required prior to issuing an official receipt for tax purposes.
- i) When each school purchases supplies, materials and equipment, the goods must be ordered through the Division Purchase Order system.

- j) Any Scholarship Fund established will be maintained as a “Trust Fund” within the Division’s accounting records, but as a distinct area separate from regular operations.
- k) All gifts (i.e. scholarship accounts) received are subject to a written trust or direction that the property given be held by the Interlake School Division for a period of not less than ten years.
- l) This agreement is necessary in order to avoid the 80% disbursement quota for charitable organizations.
- m) An accounting report detailing receipts, disbursements and bank/investment balances will be provided on an annual basis.
- n) Interlake School Division office is responsible for all accounting to Canada Revenue Agency, with the annual return to be filed by the Finance Department by December 31st of each year.