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|  | **Leeds and the**  **Thousand Islands**  **Public Library Board** | | **Policy** |
| **SECTION: Financial** | | **NO: FN - 04** | |
| **TITLE: Donations and Gifts** | | **Date: June 19, 2023** | |
|  | | **Next Review Date: June 2028** | |

1. **Policy Statement**
   1. The Leeds and the Thousand Islands Public Library (the “Library”) welcomes and encourages contributions from individuals, groups, foundations and businesses for the purpose of enhancing and enriching the programs and services that the Library provides for the residents of Leeds and the Thousand Islands Township. This policy sets out the requirements for general gift acceptance in accordance with the Library’s charitable status.

**2.0 Ethics and Definitions**

2.1 The Leeds and the Thousand Islands Public Library is committed to the highest standards of

philanthropy, financial accountability and development practice as articulated in the ***Donor***

***Bill of Rights*** (Appendix A).

2.2 The Canada Revenue Agency (“CRA”)defines a donation as a voluntary transfer of property to

the Library made without the expectation that any benefit will accrue to the donor.

**3.0 Types of Gifts**

3.1 The Library accepts the following types of contributions:

* books, manuscripts and other printed material
* audio visual material
* art and photographic works of archival significance
* material of significance for local history and genealogy
* equipment
* toys
* cash
* other in-kind, gifts and services
* property of significant value, such as real estate
* transfers of securities
* planned gifts such as bequests of gifts of life insurance

**4.0 Acceptance of donations**

4.1 The Library evaluates all donations and accepts only those which it feels align with the

mission, values and standards of the Library.

4.2 Donations will become the exclusive property of the Library which must be clearly

communicated when given. The Library may accept conditions on the use and/or

disposition of donations only where it deems the proposed conditions to be reasonable

and feasible.

4.3 While honouring the wishes of donors as appropriate, the Library reserves the right to use

the donation in the best interest of the Library, and shall make decisions regarding the

investment, disposition and eventual disposal of all donations.

**5.0 Charitable receipts**

5.1 Official receipts for income tax purposes will be issued for gifts, which comply with

CRA guidelines. Online donations through CanadaHelps.org will be automatically receipted.

For donations made by mail and/or in person, a tax receipt will be mailed when the

accumulated donation by the donor reaches $10 in any calendar year. Official receipts

for income tax purposes are not routinely issued to charitable organizations and foundations,

but may be issued if requested by the donor. Official tax receipts for income tax purposes

are not issued for sponsorships, purchases, or other transactions listed in the *Canada*

*Revenue Agency’s Bulletin IT110R3.* These transactions may be acknowledged through issue

of a receipt. (<http://cra2011.cutetax.ca/E/pub/tp/it110r3/README.html>)

5.2 Donors are encouraged to discuss the proposed gift with independent legal and/or tax

advisors of the donor’s choice so as to ensure that the donor receives a full and accurate

explanation of all aspects of the proposed charitable gift.

**6.0 Financial management**

6.1 Pledges of $10,000 and over will be accompanied by an agreement signed by the donor

and the Chief Librarian, or designate. Pledges may be announced publicly at the shared

discretion of the donor and the Library. Expenditures for donor recognition must be guided

by the CRA guidelines.

6.2 Should the intended purpose of a gift be changed, the Library will attempt to contact the

donor to discuss the change. If obtaining donor permission is not feasible, the Library will

choose a designation that aligns most similarly with the donor’s original intent and carry

out all recognition plans as originally discussed with the donor.

**Related Documents:**

Leeds and the Thousand Islands Public Library ***OP-02 Collection Development Policy***

**Appendix A: Donor Bill of Rights**

To ensure that philanthropy merits the respect and trust of the general public, and that donors can have

full confidence in the Library, we declare that all donors have these rights.

* To be informed of the library's mission, of the way the library intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
* To be informed of the identity of those serving on the library's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
* To have access to the library's most recent financial statements.
* To be assured their gifts will be used for the purposes for which they were given.
* To receive appropriate acknowledgement and recognition.
* To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
* To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
* To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

*The donor bill of rights*, Association of Fundraising Professionals.(2019.January 23). <https://afpglobal.org/donor-bill-rights>

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| History | | | |
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