

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Donation Receipts	POLICY NO.: 4.6 PAGE 1 of 1
FILE UNDER SECTION: 4	EFFECTIVE DATE: January 19, 1994 REVISION DATE: October 2004 APPROVAL DATE: January 19, 1994

POLICY

Receipts will be issued for donations of \$10.00 or more or upon request to Community Living Brant in accordance with the Income Tax Act.

PROCEDURE

- 1.0 All donations received must be forwarded to Accounts Receivable for deposit.
- 2.0 A Donation Summary (Form No. 1 - DON) will be forwarded to the Supervisor of Community Relations or designate. The Summary must be completed and returned to Accounts Receivable by the date indicated.
- 3.0 Each receipt issued shall be signed by the Treasurer or designate.
- 4.0 The duplicate copy of the receipt shall be filed numerically.
- 5.0 Should an issued receipt be lost, the duplicate will be marked "void" and a new receipt issued.
- 5.1 The replacement receipt must read "Replacement-Original Lost, Replaces # ."
- 6.0 Donation receipts must be kept in a safe, secure place accessed only by the Director of Administrative Support Services, Supervisor of Community Relations or designate.

COMMUNITY LIVING BRANT

DONATIONS ACCOUNTS RECEIVABLE RECEIPTS' SUMMARY

DATE OF DEPOSIT: _____

ACCOUNT CODE	NAME	DESCRIPTION	AMOUNT	TYPE	RECEIPT NO.	RECEIPT AMOUNT
TOTAL						

SUMMARY OF RECEIPTS

PLEASE RETURN TO ACCOUNTS RECEIVABLE BY: _____
 ORIGINAL - DONATIONS' FILE
 COPY - ACCOUNTS RECEIVABLE FILE