



<b>Section</b> 3.0 FINANCE		<b>Subject</b> 3.9 DONATIONS – CASH AND OTHER	
Page 1 of 1	<b>Board Motion</b> 00.00.000	<b>Effective Date</b> 01 JUN 1997	<b>Last Revised Date</b> DD MON YEAR

**PURPOSE** To describe the position of North Peace Housing Foundation in relationship to requiring and accepting cash and non-cash donations.

**SCOPE** To make it possible to provide equipment and to complete capital projects intended for the use and enjoyment of residents, but which are beyond the funding capabilities of the North Peace Housing Foundation and as well, to help cover the costs of organized special events and to purchase recreation activity supplies, North Peace Housing Foundation relies on receiving donations.

All donations accepted become the property of North Peace Housing Foundation.

**LIMITATIONS** Unless otherwise approved by the Executive Director or Board of Directors, North Peace Housing Foundation discourages the facilities from guiding donors designating cash donations for a specific purpose/purchase.

- TERMS**
- 1.0 All cash donations received shall be receipted by the facility and forwarded to Central Administration for processing.
  - 2.0 Donors may indicate a specified designation for their cash donation. In such cases, the specified purchase/purpose must be acceptable to North Peace Housing Foundation.
  - 3.0 Non-cash donations (equipment, furnishings, supplies) will be accepted if:
    - (a) there is need for the item(s)
    - (b) the item(s) is in a safe condition
    - (c) the item(s) is donated with no restrictions (e.g. when of no further use to the facility or North Peace Housing Foundation, it may be disposed of at the discretion of the Foundation).
  - 4.0 The facility shall acknowledge receipt of non-cash donations by letter to the donor.
  - 5.0 A receipt for non-cash donations will be issued upon receiving evidence of current cash worth:
    - (a) for new items, a copy of the purchase receipt is sufficient
    - (b) for used items, the donor must provide evidence of the appraised value from a qualified appraiser.

Approved: \_\_\_\_\_

  
Hazel Reintjes, Board Chair

Date: \_\_\_\_\_