

**SYMPHONY GALA—FEBRUARY 10, 2022 SILENT AUCTION
DONOR CONTRACT**

DONOR NAME: _____
(as it should appear in print and/or promotional material)

Contact Name: _____

Title (if applicable): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Tel: _____ Email: _____

Authorized Donor Signature: _____ Date: _____

DESCRIPTION OF ITEM: A complete and accurate description enables us to do justice to your donation in our print and/or promotional material. Where applicable, please include the size, style and colour of your donation.

RESTRICTIONS: Please list any restrictions pertaining to this donation, including all blackout dates, off-season dates and any other dates the package may not be used. Donors will be held accountable for any discrepancies not noted on the contract and will be required to fulfill their obligation to the bidder.

To ensure inclusion in the auction promotion materials, all donation details must be received by **January 14, 2022**

CURRENT MARKET VALUE: \$ _____ (rounded to the nearest dollar)

The donation will be in the form of a: Gift certificate* Object
(Please include with contract) (If pick up is required, please contact your VSO representative)

Please indicate if you require a tax receipt* Yes No

*Under CRA regulations, a tax receipt may only be given for donations of tangible items (not services). To issue a tax receipt for tangible items, we **must** have proper documentation indicating the fair market value (i.e., invoice) and artwork must include an independent appraisal. For more details check FAQ on reverse side of this page.

VSO Representative: _____ Tel: _____
email: _____

If you cannot reach your Gala committee representative, please contact Event Director Carey Summerfelt at 604.809.2906 or email carey.summerfelt@vancouverSymphony.ca

Auction Item Donations and Tax Receipting - FAQ

What is a gift?

For a registered charity to determine whether or not a gift has been made, it must consider the following:

Was the gift made voluntarily?

- The donation must be given freely. If a donation is made as a result of a contractual or other obligation, it is not eligible for a receipt.

Was there a transfer of property?

- **Only gifts of property are eligible** for official donation receipts (for example, cash, computers, equipment).
- **Gifts of service**, and promises of service, are not gifts of property, and are not eligible for an official donation receipt – SEE BELOW.
- **Gift certificates** donated by the issuer do not constitute property and are not eligible for official donation receipts. However, a gift certificate purchased and then donated does constitute property, and may be receipted at its fair market value – SEE BELOW.

Gift Certificates

Can a registered charity issue official donation receipts for gift certificates?

- This depends on whether or not the donor is the issuer of the gift certificate. An issuer is the person (individual, retailer or business) that creates the gift certificate.
- A gift certificate purchased from the issuer and then donated to a charity is considered property and may be receipted for its eligible amount.
- A certificate donated by the issuer is not property, but rather a promise, and may not be receipted.

Registered charities can issue an official donation receipt when:

- the donor is not the issuer of the gift certificate; and
- the donor has purchased the gift certificate either from the issuer or another third party.

Gifts of Services

Can a registered charity issue official donation receipts for gifts of services?

A charity cannot issue a receipt for a gift of service. At law, a gift is a voluntary transfer of property without consideration. Contributions of services (for example, time, skills, effort) are not property. Therefore, they do not qualify as gifts for the purpose of issuing official donation receipts.

Registered charities cannot issue official donation receipts for gifts of services.

However, they can issue receipts under the following conditions:

- If a charity pays a service provider for services rendered and the service provider then chooses to donate the money back, the charity can issue a receipt for the monetary donation (this is often referred to as a **cheque exchange**). In such circumstances, two distinct transactions must take place:
 - a person provides a service to a charity and is paid for that service; and
 - that same person makes a voluntary gift of property to the charity.
- A charity should also make sure that it keeps a copy of the invoice issued by the service provider. The invoice and cheque exchange not only ensure that the charity is receipting a gift of property, but they also create an audit trail, as the donor must account for the taxable income that is realized either as remuneration or as business income.
- A charity should not issue an official donation receipt to a service provider in exchange for an invoice marked "paid". This procedure raises questions as to whether in fact any payment has been transferred from the charity to the service-provider and, in turn, whether any payment has been transferred back to the charity.