

512 Donations

Policy

MESC is not a registered charitable organization and not registered with donee status but may accept donations from individuals, groups, or organizations.

Procedures

1. All funds received shall be processed through the District's regular accounting system, specifically identified as payable to the District and appropriately recorded.
2. All approved donations shall be disbursed as directed by the donor for the activity approved for the enhancement of learning. In the case of donations being received without specific instructions for their use, the Superintendent shall decide upon the use of such funds.
3. Gifts of books, equipment, furnishings and other materials that are suitable for the advancement of education are welcome. These donations will be valued as follows:
 - a) At the fair market value of the property if it is readily determinable; or
 - b) In the absence of a readily-determinable fair market value, the Director of Finance shall either set the value or obtain an independent appraisal of the value of the donated property.
4. The following types of payments cannot be considered as donations eligible for income tax deductions:
 - a) Tuition fees or other payments for which any right, privilege, benefit or advantage may accrue to the donor.
 - b) Payments to be used to purchase the services of staff, tutors or similar persons, or to purchase books and other instructional materials which are normally paid for by way of fee or rental.
 - c) Instructional materials fees, or rental of books, equipment, or musical instruments.
 - d) Where amounts cannot be identified as having been made by a particular donor.
 - e) Donations of services or commodities.
 - f) Amounts paid for tickets for bingo, lotteries, social functions, graduations, or similar activities.
5. All funds received will be processed through the District Office's regular accounting system, specifically identified and appropriately recorded.

6. Official Tax Receipts

- g) MESC is not a registered charity or registered with donee status and cannot issue an official tax receipt to donors..
- 7. An individual Principal/Department Head may wish to acknowledge a particular donation in some appropriate manner.
- 8. All donations shall become the property of the District.

References

MESC Board of Governors Policy; EL-4