

**Canadian Council of Provincial and Territorial
Sport Federations Inc.**

NOVEMBER 2016

**Operational Guidelines
&
Reference Manual**

Approved by Board November 15, 2016

It is essential that the most current
Operational Guidelines and Reference Manual
be adhered to

and that if there are any questions
that they be referred to the National Fund Manager
or your Provincial Fund Manager
for determination and clarification.

The National Fund Manager
for the CCPTSF is:

Salina Barry
Sask Sport Inc.
1870 Lorne Street
Regina, SK S4P 2L7

Telephone: (306) 780-9306
Fax: (306) 781-6021
sbarry@sasksport.sk.ca
www.sasksport.sk.ca

**It is essential to ensure that the CCPTSF mailing list as kept by the NFM
be kept up-to-date to ensure that up-dates to this material
are received on a timely basis.**

**For any questions and / or to correct the mailing list,
please contact the National Fund Manager or your Provincial Fund Manager.**

OVERVIEW

This Operational Manual is intended to provide detailed information regarding the fund development activities of the Canadian Council of Provincial and Territorial Sport Federations [CCPTSF].

The intended users of this Manual are those with responsibility for overseeing and ensuring that the specific requirements of the Canada Revenue Agency, Taxation – Charities Division [CRA] registration of the CCPTSF as a Registered Canadian Amateur Athletic Association [RCAAA] are adhered to. To complement this information is also provided for:

- supporters and potential donors,
- the administrative staff representing the National and Provincial Fund Managers who will process the project applications, answer questions and provide receipts for contributions, and
- representatives of the individual beneficiary sport groups that are encouraging their supporters to assist in providing much needed financial resources to assist in development of amateur sport on a nation-wide basis.

In most cases, actual donations are made out to the name of the various Funds that comprise the CCPTSF. A non-exhaustive list is included in Section A 1.

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**Section A: Fund Development and the Canadian
Council of Provincial and Territorial
Sport Federations [CCPTSF]**

Section A: Fund Development and the Canadian Council of Provincial and Territorial Sport Federations [CCPTSF]

1. Background

The CCPTSF was established in the early 1980's as a not-for-profit corporation under the Federal Canada Corporations Act. It comprises the twelve provincial and territorial sport federations in Canada (Section G - Appendix 1). While sport development is not a charitable purpose under the definition of the current act, the Federal Government enables donors *to support those organizations whose primary purpose and function is the promotion of amateur athletics in Canada on a nation-wide basis*. This entity is a "Registered Canadian Amateur Athletic Association" [RCAAA] and the CCPTSF has been registered by Canada Revenue Agency, Taxation – Charities Division [CRA], as such since the mid-1980s. To maintain this designation it is essential to ensure:

- that official receipts are issued only for qualifying gifts, and
- that the donated funds are used for qualifying purposes.

A non-exhaustive list of Funds include:

- National Sport Trust Fund (NSTF),
- Sport Legacy Fund (SLF),
- Nova Scotia Amateur Sport Fund,
- Sport New Brunswick Amateur Sport Fund,
- and PEI Amateur Sport Trust Fund.

Annual notification of Fund names to the National Fund Manager [NFM] as part of the licensing agreement of Provincial Territorial Chapters [PTC] is required to ensure that inquiries are properly dealt with.

2. Governance Structure

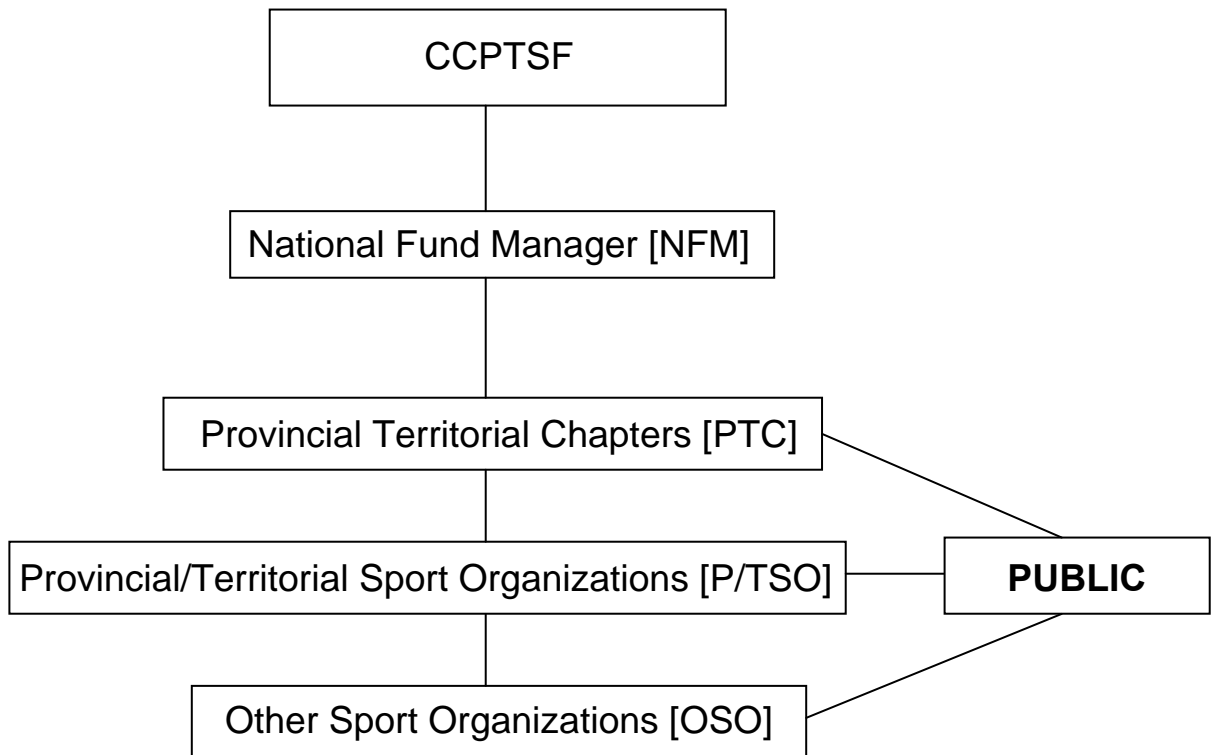
2.1 STRUCTURE

The structure of the CCPTSF utilizes the existing CCPTSF Council to provide the necessary centralized national accountability and control over the issuance of tax receipts and the permitted use of the funds.

Given the extent of the national activities, the various PTCs will be licensed to assume a significant oversight and administrative responsibility. Involving the advice and connections of the PTC will ensure localized involvement without compromising the responsibility required as the entity holding the RCAAA status.

As not all PTCs will seek licensing and some projects will be pursued by non-affiliated or non-member sport agencies, it is important to ensure that localized comments are sought regarding these requests.

2.2 SCHEMATIC



3. Fund Development Activities

3.1 INTRODUCTION

To supplement the support provided from various government sources, fundraising from private sources, including individuals, corporations and foundations has been undertaken.

From the point-of-view of a donor, receipted gifts to a RCAA are treated identically to any other charitable donation. However, CRA has additional restrictions on RCAA due to the concern that donations will fund non-qualifying activities and/ or activities that provide a direct or indirect benefit upon the donor or someone related to the donor.

Policy Statement CPS-007 includes the following:

- 2. Paragraph 168(1)(f) of the *Income Tax Act* provides that a gift to a RCAA must be made without any implied or express condition or understanding that it be transferred to a local club or other named beneficiary.
- 4. A local club that has raised funds may receive a percentage of those funds as financing for the club's activities that are consistent with the RCAA's purposes. However, the percentage returned to the local club must not form part of any solicitation for funds by the local club, or any agreement with a prospective donor.
- 5. A RCAA cannot operate as a conduit for a local club's own purposes. A significant amount of funds raised must be retained by the RCAA for its own use, for contingencies or to be redistributed to other clubs. An administration fee covering the expense of receiving funds raised and issuing receipts is not considered to be a significant amount.
- 6. A local club that receives percentage funding must account to the RCAA for the amounts raised. The accounting provided to the RCAA must enable the Canada Revenue Agency to verify whether receipts are issued in accordance with the Act.¹
- 7. In view of the widespread practice of soliciting contributions from parents whose children receive direct support from local clubs, a RCAA should require as part of its granting policy, that accounting from local clubs include the names of all those athletes who receive subsidized training.

CCPTSF has therefore established a system to approve projects that will potentially be funded in advance to ensure that they contribute to the mandate of developing sport on a national-wide basis. In this way CCPTSF is not operating as a conduit for a P/TSO or club's purpose, the P/TSO or club is carrying out the CCPTSF's purpose. Along with this approval process the CCPTSF makes clear to all donors that while they can indicate a preference to fund a particular approved project, the final decision about how donations are used rests with the CCPTSF.

3.2 BOOKS AND RECORDS

The CCPTSF must prescribe the necessary policies and procedures and ensure that these are understood and compliance occurs so that it maintains control over the issuance of receipts and the use of funds raised. The NFM must maintain adequate books and records of all transactions to evidence compliance with these rules and regulations.

To further ensure that the necessary compliance occurs, the NFM retains the right to inspect the books and records of those component entities that undertake delegated activities on behalf of the NFM or who access funds for approved purposes. These include:

- Provincial Territorial Chapters [PTC],
- Provincial/Territorial Sport Organizations, [P/TSO],
- Other Sport Organizations [OSO].

Of particular concern to CRA is the issuance of receipts for contributions by non arms length donors which relate to training fees, program fees, travel expenses or other non-qualifying expenses. It may be necessary, on occasion, to provide working papers listing all participants and distinguishing those non-qualifying personal expenses and those qualifying contributions.

3.3 NAMES

The CCPTSF is the formal name under which CRA has granted RCAA status. It is therefore essential that the CCPTSF name and national address be noted in all dealings regarding contributions (particularly tax receipts). Reference to a particular Fund which is part of the CCPTSF can be made using a phrase such as “managed / administered / a part of the CCPTSF”. This comprehensive reference approach will ensure that compliance is maintained with CRA regulations and that no undue confusion is created as a donor supports a particular Fund such as the NSTF-BC or Sport Legacy Fund Saskatchewan and then receives correspondence and a receipt that does not refer to the particular Fund but only to CCPTSF. Confusion will generally be eliminated if there is reference to the specific Fund the donor’s contribution was directed to.

Section B: General Policy Guidelines

SECTION B: GENERAL POLICY GUIDELINES

The CCPTSF mission is to promote amateur athletic programs of provincial/territorial sport organizations throughout Canada. In addition to identifying and encouraging those policy initiatives that will lead to the achievement of this mission, the CCPTSF and its members will undertake the solicitation, acceptance and processing of contributions and the granting of funds to support various sanctioned/approved projects.

To undertake this mission, the CCPTSF is committed to ---

- a strong **governance model** encouraging the broad involvement of representatives of all Provincial Territorial Chapters [PTCs],
- demonstrating transparent **accountability** to its members but also to its other stakeholders, including the public,
- **statutory compliance** with all regulatory requirements resulting from being granted the benefit of being registered as an RCAA by CRA. In summary, care will be taken to ensure that:
 - official receipts are issued only for qualifying gifts, and
 - the donated funds are used for qualifying purposes.

Section C: Responsibilities of the CCPTSF

SECTION C: RESPONSIBILITIES OF THE CCPTSF

Introduction: The responsibility of each component body of the CCPTSF follows. It should be noted that the first section that deals with CCPTSF responsibilities is an overview section. Subsequent sections reflect their own authority. If at any time a discrepancy occurs, the CCPTSF retains the final authority. For example the PTC Section has been developed with enough specific information to allow it to stand on its own.

1. Canadian Council of Provincial and Territorial Sport Federations (CCPTSF)

GENERAL ---

The CCPTSF provides general policy direction and ongoing training and education regarding fund development matters. To assist in carrying out this responsibility and to ensure a timely response to matters, a National Fund Manager [NFM] has been appointed.

SPECIFIC ---

1.1 UP-DATING OF FUND DEVELOPMENT POLICIES

The CCPTSF shall review and approve the necessary fund development policy additions, modifications and deletions upon the recommendations of the NFM in consultation with the Provincial Fund Managers. This review and updating process will take place annually.

1.2 LICENSING OF PROVINCIAL TERRITORIAL CHAPTERS (PTC) FOR PURPOSES OF UNDERTAKING FUND DEVELOPMENT ACTIVITIES

PTCs are encouraged to request and receive licensing and subsequent annual renewal (based on member in good standing status) from the CCPTSF. Licensing requests and renewals should be addressed to the NFM. A standard PTC licensing agreement will be prescribed by the CCPTSF, upon the recommendation of the NFM. Automatic renewal will be granted to those PTCs that are subscribing to those guidelines developed by the NFM and are in good standing with the CCPTSF.

1.3 APPOINTMENT OF A NATIONAL FUND MANAGER

The CCPTSF shall appoint a NFM to handle its fund development related administrative activities.

In addition, the NFM will handle the actual fund development activities in those provinces and territories for which a PTC has not been licensed.

The term for the position of NFM will be two years. The term may be renewed based on approval by the CCPTSF Board at their Annual General Meeting.

1.4 ADMINISTRATIVE AUTHORIZATIONS

Authorization is provided to the NFM regarding:

1. the representation of the CCPTSF in dealing with CRA and others with regards to significant issues and policies,
2. the appointment of responsible individuals to sign cheques in cooperation with PTFMs. Two signing authorities are required on all cheques.
3. the appointment of responsible individual(s) to sign official receipts for income tax purposes in cooperation with PTFMs,
4. the making of short-term investment of surplus funds, where relevant, in cooperation with the PTFMs, according to the CCPTSF policy.

1.5 APPOINTMENT OF AUDITOR

An auditor will be appointed annually at the CCPTSF Annual General Meeting to provide assurance services to the CCPTSF.

1.6 RESPONSIBILITY FOR COMPLIANCE WITH REGULATORY REQUIREMENTS

The CCPTSF maintains responsibility for regulatory requirements, including maintaining federal incorporation and federal charitable registration as an RCAA. Annual (CCPTSF AGM) confirmation of regulatory compliance will be prepared by the NFM and reported to the CCPTSF.

1.7 ASSESSMENT OF ADMINISTRATIVE FEES AND PRO-RATA COST RECOVERIES

Annual PTC fees will be approved by the CCPTSF Board to cover National Fund Management costs. In addition "per transaction" fees may be set by:

1. the CCPTSF for the National Sport Trust Fund [NSTF].
2. Individual Federations for PTC cost recovery.

All extraordinary costs that may arise in the administration of the NSTF or its PTCs will require approval of the CCPTSF Board.

1.8 FEES

1. The administrative transaction fee effective July 1, 2016 for the NSTF is \$15 plus 1% per transaction. This applies to those provinces without a PTC.
2. Administrative fees may vary for Funds and are set by the PTFM.

2. National Fund Manager (NFM)

GENERAL ---

The NFM will carry out the daily administrative activities necessary to support the fund development activities being carried out by the members of the CCPTSF. The NFM will advise the CCPTSF and the PTFMs, having consulted with PTCs regarding unresolved and emerging issues. In addition, the NFM will serve the project approval, gift processing and reporting functions in those provinces and territories for which a PTC has not been licensed.

SPECIFIC ---**2.1 RESPONSIBILITY FOR FUND DEVELOPMENT ACTIVITIES OF CCPTSF**

The NFM is responsible for the day-to-day administrative activities of the CCPTSF. To carry out this responsibility the NFM shall undertake the following:

1. the representation of the CCPTSF in dealing with the CRA and others with regards to significant issues and policies,
(It is understood that particular inquiries may occur at the PTC level, however, any information gleaned from unofficial communications with CRA should be shared with the NFM.)
2. opening and operating necessary bank accounts in cooperation with PTFMs,
3. the appointment of responsible individuals to sign cheques in cooperation with PTFMs (two signing authorities are required on all cheques),
4. the appointment of responsible individual(s) to sign official receipts for income tax purposes in cooperation with PTFMs,
5. the making of short-term investment of surplus funds.

2.2 DELEGATION OF ACCEPTANCE/PROCESSING OF CONTRIBUTIONS AND THE APPROVAL/PROCESSING OF GRANTS RESPONSIBILITIES TO PROVINCIAL TERRITORIAL CHAPTERS

The NFM will delegate the responsibilities for the acceptance and processing of contributions and the approval and processing of grants to those PTCs that are licensed by the CCPTSF.

2.3 RESPONSIBILITY FOR ACCEPTANCE AND PROCESSING OF CONTRIBUTIONS AND THE APPROVAL AND PROCESSING OF GRANTS WHERE A PROVINCIAL CHAPTER IS NOT LICENSED

In those provinces and territories where a PTC is not licensed, the NFM will undertake these fund development responsibilities.

2.4 ACCEPTABLE PROGRAMS OR PROJECTS

All fundraising initiatives and donations accepted by members of the CCPTSF must meet the CCPTSF eligibility guidelines. All qualifying donations must either be to:

1. cover the general expenditures necessary to provide the administrative structure to encourage and further amateur sport, or
2. support those specific projects or programs that have been pre-approved by the NFM, PTFM or Provincial Allocation Committees.

The NFM/PTFM will review all project applications for eligibility. (see Procedures D2B). All projects \$50,000 or greater, will also be reviewed by their respective provincial Adjudication Committee. Please refer to Form 7 for terms of reference of the Provincial Adjudication Committee).

Upon determining that all activities comply with the necessary regulations, the NFM/PTFM will allocate a project approval number, which should be quoted if funds are subsequently forwarded to the CCPTSF. Disbursements from the NFM/PTFM will bear this reference number.

2.5 SUBMISSION OF CONTRIBUTIONS

All contributions should include a completed, signed and dated Donor Contribution Declaration Letter (Appendix 52.2), which will confirm that the gift qualifies for an official income tax receipt, unless it is impossible or impractical for them to do so (for example the donation component of a fundraising golf tournament).

2.6 RECIPIENT SPORT GRANT REQUEST

Funds will be granted to registered projects by the NFM/PTFM upon receipt and review of the Grant Request Form (see Form 4). Upon the disbursement of funds to the project, an interim/final report on the project progress will be filed with the NFM/PTFM (see Form 5).

2.7 UPDATING OF FUND DEVELOPMENT POLICIES

The NFM shall consult with the PTFM and recommend to the CCPTSF the necessary fund development policy additions, modifications and deletions to be included in the Operational Guidelines and Reference Manual. The Operating Guidelines shall be reviewed annually.

2.8 UP-DATING REGARDING REGULATORY MATTERS

The NFM shall undertake an overseer's role regarding regulatory matters and other general policies and procedures affecting RCAA. This information will be communicated to those related to the CCPTSF in a manner and timeliness as determined by the nature of the information. The objective is to remain current as to matters that will affect the handling of contributions and expenditures of a RCAA.

2.9 COOPERATION WITH AUDITOR AND OTHER CONSULTANTS

The NFM shall establish and maintain standardized reporting, in cooperation with the auditor appointed by the CCPTSF, the PTFMs and other professional advisors.

2.10 MAINTENANCE OF NECESSARY BOOKS AND RECORDS

The NFM will maintain, in an appropriate manner the necessary books and records to enable the external auditor and representatives of CRA to undertake their reviews and audits from the offices of the NFM.

2.11 ESTABLISHMENT OF STANDARDIZED PERIODIC REPORTING

The NFM will coordinate the collection of reporting on an agreed upon periodic basis regarding the activities of the CCPTSF, including those carried out by NFM, PTC, P/TSO and OSO.

2.12 PREPARATION AND CIRCULATION OF MANAGEMENT REPORTS AND FINANCIAL STATEMENTS

The NFM may gather additional information from the member PTCs, to enable the preparation of appropriate management reports and financial statements for distribution to CCPTSF and PTC.

2.13 RIGHT TO INSPECT BOOKS AND RECORDS

The NFM may inspect books and records at the PTC, P/TSO and OSO level to ensure that the amounts actually paid out are in accordance with the approved purposes of the project application or on other appropriate expenditures.

Each year the NFM will randomly select two PTCs and perform a thorough inspection of records and internal audit of processes for the prior year to ensure the PTC is meeting the licensing requirements. The results of this inspection will be reported directly to the CCPTSF board.

2.14 RESPONSIBILITY FOR COMPLIANCE WITH REGULATORY REQUIREMENTS

The NFM will confirm and prepare all annual regulatory compliance for the CCPTSF.

All verbal and written communication with CRA will be coordinated and handled by the NFM. In those cases where correspondence is received or unofficial contact is made by the PTFM, details will be communicated to the NFM. Routine inquiries made directly by the PTFM are acceptable.

2.15 ASSIST IN MAINTAINING LICENSING STATUS OF PROVINCIAL TERRITORIAL CHAPTERS

The NFM will report to the CCPTSF regarding the current status of all PTCs. In the event that, for any reason, a PTC is not in good standing, the NFM will attempt to rectify the situation.

The NFM will consult with the PTFMs regarding changes to the standard PTC licensing agreement.

2.16 ASSESSMENT OF ADMINISTRATIVE FEES AND PRO-RATA COST RECOVERIES

In addition to the CCPTSF membership fee, the NFM will make recommendations on the assessment of fees and cost recoveries for the costs of operating the CCPTSF nationally. These fees will be approved as part of the budgetary process by the CCPTSF Board.

2.17 RESPONSIBILITY FOR TRAINING

The NFM is responsible to ensure that training is provided to new PTFM, to PTFMs of PTC that are not in good standing and to PTFMs of PTC where issues have been identified during the external or internal audit process.

3. Provincial Territorial Chapters (PTC)

GENERAL ---

The PTCs are those Provincial and Territorial Federations that have submitted a request to be licensed, been approved and are in good standing with respect to the licensing agreement.

The CCPTSF retains ultimate accountability and control over the issuance of licenses and by extension, receipts, project approvals and all other considerations of the application and use of the Canada Revenue Agency RCAA status. This being said it is assumed that PTCs will be self sufficient in the administration of their affairs at the provincial level. Following are specific detailed responsibilities and procedures for PTCs.

SPECIFIC ---

3.1 PTC ROLES

In addition to their Board appointee, each licensed PTC, will designate the following roles to a staff or board member of their Federation:

Provincial Fund Manager (PTFM) – responsible to assess eligibility of donations for tax receipting, ensure tax receipts issued meet CRA standards, approve project applications and authorize grant payments. If the PTFM does not carry out the transaction processing themselves, then they must also ensure that staff engaged in processing these transactions are properly trained on CCPTSF policies and procedures.

Provincial Adjudication Committee Chair – responsible to chair the committee to review provincial projects greater than \$50,000. See Form 6 for Committee Terms of Reference.

Provincial Adjudication Committee members (at least 2) – responsible to sit on the committee to review provincial projects greater than \$50,000. See Form 6 for Committee Terms of Reference.

One or more Tax Receipt Signer(s) – responsible to sign charitable tax receipts. Signers must understand the responsibility they are undertaking and review documentation to ensure donation is eligible for a receipt.

One or more bank account signatories – responsible to sign grant payment cheques. Signers must understand the responsibility they are undertaking and review documentation to ensure the grant is eligible to be paid.

3.2 DELEGATION OF FINANCIAL RESPONSIBILITY FOR FUND DEVELOPMENT ACTIVITIES OF CCPTSF WITHIN THE GEOGRAPHICAL AREA OF THE PTC

To carry out their delegated financial responsibility the PTC shall undertake the following:

1. the operation of at least one bank account owned by the CCPTSF in cooperation with NFM,
2. ensuring all payments or distribution of CCPTSF assets have two authorizing signatures,
3. ensuring that the NFM and the board member from the PTC are signing authorities on all CCPTSF accounts,
4. ensuring that all transactions relating to the receipting of donations and the distribution of grant payments go through the CCPTSF bank account,
5. ensuring that financial transactions are processed directly between the donor and the CCPTSF and the grant recipient and the CCPTSF,
6. making short-term investments of surplus funds.

3.3 ACCEPT DELEGATED RESPONSIBILITY FOR ACCEPTANCE AND PROCESSING OF CONTRIBUTIONS AND THE APPROVAL AND PROCESSING OF GRANT RESPONSIBILITIES WITHIN THEIR GEOGRAPHICAL AREA OF ACTIVITY

Those PTCs that are licensed by the CCPTSF accept the responsibility for the acceptance/processing of contributions and the approval/processing of grants within their geographic area of activity.

As continued registration with CRA depends upon compliance with the regulations governing RCAA, it is critical that each PTC ensures that:

- official receipts are issued only for qualifying gifts, and
- the donated funds are used for qualifying purposes.

PTCs will ensure that all activities are consistent with the both the letter and spirit of the prevailing Income Tax legislation, regulations and guidelines. In such cases where non-compliance is suspected, full details will be forwarded to the attention of the NFM immediately, to enable an appropriate and consistent response in cooperation with the reporting PTC.

3.4 ACCEPTABLE PROGRAMS OR PROJECTS

All contributions must either be to:

- cover the general expenditures necessary to provide the administrative structure to encourage and further amateur sport, or
- support those projects or programs that have been pre-approved.

The PTFM will review all fundraising/project applications for eligibility. (see Section D.2.(a) for procedures). All projects \$50,000 or greater, will also be reviewed by their respective Provincial Adjudication Committee. Refer to Section F: Form 9 for Provincial Adjudication Committee Terms of Reference).

Upon determining that all activities comply with the necessary regulations from both a charitable donation and charitable use perspective, the PTFM will allocate a project approval number. Donors may quote this project number when indicating a preference. Disbursements from the fund must quote this project number.

3.5 DONATIONS

All donations should include a completed, signed and dated Donor Contribution Declaration Letter to confirm that the gift qualifies for an income tax receipt and so that the donor may indicate a project preference.

3.6 DESIGNATION OF DONATIONS TO RECIPIENTS

All donations received under \$50,000 will be designated to registered projects as they are received by the Provincial Fund Manager. Donations over \$50,000 will be designated to registered projects within one month by the Provincial Adjudication Committee. The projects will be notified at least quarterly when they are eligible to apply for a grant for their project.

3.7 RECIPIENT GRANT REQUESTS

Designated funds will be released to registered projects by the PTFM upon receipt and review of the Grant Request Form (see Section F: Form 5). If the project involves subsidization of any direct athlete expenses, such as team travel, a list of team members and their parents/guardians must also accompany the request if it was not provided when the project was approved or if there have been any changes. Once the funds have been spent an interim/final report on the project must be filed with the PTFM (see Section F: Form 6). The minimum documentation that must accompany the report is a financial summary detailing the sources and uses of **all** funds related to the project, (and any changes to team lists if the project involves subsidization of any direct athlete expenses), certified by a signing officer of the recipient organization. At any point actual receipts may be requested to substantiate the grant spending. For projects over \$50,000 annually, receipts or an audited financial statement must be submitted.

In the event that a grant recipient does not submit an interim/final report within three months of the completion date of the project (or the anniversary date in the case of an ongoing project), the project will no longer be registered and any grant funds still remaining with the PTC will be reallocated to other registered projects. The P/TSO or OSO will be ineligible to apply for future projects until the report is received.

3.8 CONTACT WITH CRA - CHARITIES DIVISION

All verbal and written communication with CRA will be coordinated and handled by the NFM. In those cases where correspondence is received or unofficial contact is made by the PTFM, details will be communicated to the NFM. Routine inquiries made directly by the PTFM are acceptable but these inquiries and their result should be reported to the NFM.

3.9 ESTABLISHMENT OF STANDARDIZED PERIODIC REPORTING

The NFM will coordinate the collection of information on an annual basis regarding the activities of the CCPTSF, including those carried out by NFM, PTC, P/TSO and OSO. The deadline for submission of information to the NFM will be established annually but will not be sooner than February 15th. Late filing of information may

result in financial penalties at the discretion of the CCPTSF Board. Late filing of information for three consecutive years will result in the license of the PTC being revoked. Filing sufficiently late to delay completion of the annual audit will result in the license of the PTC being revoked immediately. The PTC will be eligible to apply for relicensing the following year. The NFM may request additional reporting if deemed necessary. Provincial Adjudication Committees will meet and file meeting minutes monthly.

3.10 RIGHT TO INSPECT BOOKS AND RECORDS

The PTFM will reserve the right to inspect books and records for all registered projects at the P/TSO and OSO level to ensure that the amounts actually paid out are in accordance with the approved purposes of the project application.

3.11 LICENSING FEE

In addition to the annual membership fee, the PTCs will pay the CCPTSF an annual Chapter Licensing Fee (Usage Fee) as determined by the Board.

3.12 ASSESSMENT OF DONATION ADMINISTRATION FEES AND ADMINISTRATIVE SUPPORT FEES

PTCs may set administrative fees on donations in their jurisdiction subject to the approval of the NFM. In most instances administrative support for the program is provided by the staff of the Provincial or Territorial Sport Federation. It is acceptable for the PTC to pay the Sport Federation a reasonable fee for the provision of this service, out of the administrative fees charged on donations, but the PTC may not indebted the CCPTSF beyond this amount nor may the fee paid exceed a reasonable fee, regardless of the amount of administrative income collected.

4. Provincial/Territorial Sport Organizations (P/TSO)

GENERAL ---

That the P/TSO hold a current membership in their respective PTC and represent their particular sport within that geographical region.

SPECIFIC ---

4.1 APPROVAL OF PROJECT APPLICATIONS

The P/TSO will prepare project application(s) and adhere to them if the project application is approved.

4.2 ESTABLISHMENT OF STANDARDIZED PERIODIC REPORTING

The NFM will coordinate the collection of information, and report on an agreed periodic basis regarding the activities of the CCPTSF, including those carried out by NFM, PTC, P/TSO and OSO.

To assist in this the P/TSO will prepare interim and/or final project statements including a financial summary detailing the sources and uses of all funds related to the project and file it, as required, on a timely basis with their PTC, if one is licensed, or otherwise with the NFM. If the project involves subsidization of direct athlete expenses, such as team travel, a list of team members and their parents must be provided at the time of project application with any subsequent changes reported with the grant request and/or interim or final report. (see Section F: Form 6)

4.3 CONTACT WITH CRA - CHARITIES DIVISION

P/TSOs should direct all inquiries regarding CRA issues to the PTFM who will, on the P/TSO's behalf, communicate directly with the NFM and/or CRA.

4.4 RIGHT TO INSPECT BOOKS AND RECORDS

The PTFM and NFM reserve the right to inspect books and records at the P/TSO level to ensure that the amounts actually paid out are in accordance with the approved purposes of the project application.

5. Other Sport Organizations (OSO)

GENERAL ---

That Other Sport Organizations [OSO] are those that are not P/TSOs but do carry out activities that further amateur sport (member clubs of P/TSOs etc). To utilize the benefits available from fundraising in cooperation with the CCPTSF, the OSO must be recognized by the PTC or be a member of a P/TSO.

SPECIFIC ---

5.1 APPROVAL OF PROJECT APPLICATIONS

The OSO will prepare project application(s) and adhere to them if the project application is approved. Projects of OSOs that are members of P/TSOs require the approval of the P/TSO.

5.2 ESTABLISHMENT OF STANDARDIZED PERIODIC REPORTING

The NFM will coordinate the collection of information, and report on an agreed upon periodic basis regarding the activities of the CCPTSF, including those carried out by NFM, PTC, P/TSO, and OSO.

To assist in this, the OSO will prepare interim and/or final project statements including a financial summary detailing the sources and uses of all funds related to the project and file it, as required, on a timely basis with their PTC, if one is licensed, or otherwise with the NFM. If the project involves subsidization of direct athlete expenses, such as team travel, a list of team members and their parents must be provided at the time of project application with any subsequent changes reported with the grant request and/or interim or final report. (see Section F: Form 6)

5.3 CONTACT WITH CRA - CHARITIES DIVISION

OSO's should direct all inquiries regarding CRA issues to the PTFM who will, on the OSO's behalf, communicate directly with the NFM and/or CRA.

5.4 RIGHT TO INSPECT BOOKS AND RECORDS

The PTFM and NFM reserve the right to inspect books and records at the OSO level to ensure that the amounts actually paid out are in accordance with the approved purposes of the project application.

Section D: Procedures

SECTION D: PROCEDURES

1. General

These procedures are presented to ensure that the requirements necessary to comply with the legislation related to being registered as a Registered Canadian Amateur Athletic Association [RCAAA] are clearly stated, understood and implemented, at all times.

To obtain clarification regarding any issues and to obtain assistance, please consult:

The National Fund Manager

Sask Sport Inc.
Attention: Salina Barry
1870 Lorne Street
Regina, SK S4P 2L7

Telephone: (306) 780-9306
Fax: (306) 781-6021
sbarry@sasksport.sk.ca
www.sasksport.sk.ca

2. Process to Obtain Sanctioning/Approval of a Fundraising/Project

It is essential that all projects be pre-approved to ensure that the income tax treatment can be properly explained to potential donors.

2.1 REQUIREMENT TO SEEK PRE-APPROVAL OF PROJECTS

A standardized project application form (see Section F: Form 1) must be completed by the P/TSO or OSO.

In addition to the application itself, copies of DRAFT solicitation materials must be provided.

The completed applications should be sent to the applicable PTC (where one is licensed for the particular geographical area) or to the NFM, leaving a minimum of 4 weeks for approval. In the cases of routine applications, quicker turnaround will be attempted. Requests should be submitted as early as possible so as not to adversely delay a project.

For projects involving team specific expenses such as travel, a list of the athlete's names and those of their parents/guardians must accompany the application. If the team is not selected until after the project application, or there have been any changes then the list must accompany the grant request, with the understanding

that this may result in distribution of the funds to an alternate project based on a donor's relationship with an athlete.

Upon sanctioning/approving a project, a Project number will be assigned and it should be quoted in all correspondence.

The project number will indicate the Province/Territory / Year / - sequential number (i.e. BC99-01, BC99-02)

*** Donors can not select a project as a preference until the project has been approved. Donations received where a project preference is indicated that has not been approved will be directed to another approved project. ***

3. Compliance with Regulatory Requirements

3.1 RECEIPTING -- OFFICIAL RECEIPT FOR INCOME TAX PURPOSES

It is the responsibility of the NFM with the assistance of the PTFMs, where PTC licensing is in place to issue official receipts for income tax purposes.

Receipts will follow the prescribed format described by CRA. Please refer to CRA website for further updates on current formats.

The official name and registered national address of the RCAA (Canadian Council of Provincial and Territorial Sport Federations, 1870 Lorne St. Regina, SK S4P 2L7) must be indicated prominently on all official receipts. All proposed receipt formats must be pre-approved by the NFM to ensure compliance with regulatory requirements.

To prevent donor confusion, reference will be made on the receipt to the Fund name, project name and project approval number that their donation has been directed toward.

Care must be taken to ensure that the signature placed on all official receipts for income tax purposes is one properly approved and that a specimen signature is provided to the NFM.

Care must be taken to ensure that the retention requirements for receipts are adhered to. For this reason, and to ensure that all internal and external audits and reviews can be undertaken at the office of the NFM, copies of all receipts will be held by the NFM, or in the case of electronic receipts issued from a database the receipt must be able to be regenerated by the PTC if requested.

Charitable receipts should not be issued to other charities or qualified donees such as Foundations.

3.2 RECEIPTING -- OFFICIAL (BUT NOT CRA) RECEIPT FOR OTHER PURPOSES

It is quite proper to provide an official receipt to acknowledge the receipt of amounts which do not qualify as a contribution for purposes of charitable donations for income tax. These receipts may look similar to, but must not indicate that they are, official receipts for income tax purposes and must not contain a charitable registration or business number.

3.3 INCORPORATION ANNUAL FILING COMPLIANCE

The CCPTSF was incorporated under the Federal Canada Corporations Act. The NFM will prepare and file all compliance documents annually to maintain its incorporation.

A financial statement must accompany this return.

3.4 CHARITABLE REGISTRATION COMPLIANCE (T 2052)

The NFM will prepare and file the Registered Canadian Amateur Athletic Association Return of Information (T2052), along with all required attachments.

3.5 FINANCIAL STATEMENTS

The NFM with the assistance of the PTFMs, where PTC licensing is in place, will prepare annual financial statements for audit.

According to Section 161(a) of Canada Corporations Act and the requirements of form T2052 of CRA (RCAAA Return of Information), annual audit of the CCPTSF financial statements is not required. However, the current practice of CCPTSF is to have its financial statements audited annually.

4. Periodic Reporting -- Accountability

To enable the NFM to maintain significant accountability and control over the issuance of receipts and the use of the funds received, it is essential that the principle books and records of the CCPTSF are held by it. Therefore, timely and complete records will be periodically provided to the NFM.

4.1 RECEIPTS

Records (in a standardized format) and copies of official receipts for income tax purposes will be sent to the NFM based on timelines communicated annually. The fiscal year-end of the CCPTSF is December 31st.

Originals will be retained by the PTC for possible review by an authorized representative of CCPTSF, our external auditor or by CRA.

4.2 UP-DATE OF INFORMATION REGARDING ALL PTC ROLES

It is essential that the name, telephone numbers, and email addresses of all PTC representatives in the various roles are kept up-to-date to ensure that technical notices and up-dates to these Guidelines can be forwarded in a timely manner.

Each PTFM and the NFM will maintain a Directory of Contacts and Signatories and ensure that the necessary specimen signatures are obtained to comply with CRA requirements.

4.3 PERIODIC AND FINAL PROJECT REPORTING AND DISBURSEMENTS DETAILS

All registered projects will prepare final project statements and necessary documentation and file it, as required, on a timely basis with the PTFM/NFM, if one is licensed or otherwise with the NFM. This report will be signed by the officials responsible for the project, detailing that funds were properly allocated. For projects over \$50,000 annually, receipts or audited financial statements must be submitted.

Section E: Donations

SECTION E: DONATIONS

1. Gift Acceptance Policies

1.1 All policies and guidelines described herein are designed to comply with the CCPTSF, all registered Funds of the CCPTSF and the Canada Revenue Agency (CRA). In case of disparity, federal and provincial laws as well as CRA regulations will supersede these policies.

1.2 SCOPE:

These policies and guidelines govern the acceptance and financial administration of all types of gifts, including inter vivos (during their lifetime) or testamentary (bequest) gifts, from sources such as corporations, associations, foundations, and individuals to CCPTSF or its members.

1.3 PURPOSE OF THE POLICIES AND GUIDELINES:

CCPTSF and its members solicit current and deferred gifts from individuals, corporations and foundations to secure our future growth and mission. The policies and guidelines presented in this document have been established to:

- Ensure that informed decisions are made with respect to the acceptance of all gifts
- Ensure all gifts that are accepted meet all requirements pursuant to the Income Tax Act
- Ensure that efficient administrative and accounting practices and procedures are followed
- Ensure accurate reporting and a consistent application of the policies and guidelines when dealing with donors

1.4 POLICIES FOR GIFT ACCEPTANCE:

Gift Acceptance: CCPTSF may elect to accept or decline any gift. The final decision to accept or decline a gift rests with the Board of Directors. Ownership of all gifts directed to programs operated by CCPTSF rests with the CCPTSF.

Designated and Undesignated Gifts: All designated gifts, if accepted, shall be used expressly for the purposes for which they are given and must be consistent with CCPTSF mission. All gifts which are undesignated shall be used by CCPTSF in ways that will best advance its mission and programming priorities.

Gift Eligibility:

The following gifts are eligible for acceptance by CCPTSF

- Cash Donations (outright gifts of cash, cheques, credit cards, electronic funds transfers, payroll deductions)
- Gift in Kind (tangible goods, shares, artwork, real estate)
- Life Insurance policies
- Bequests

The negotiation and development of terms and conditions relating to gifts is to be coordinated by the NFM/PTFM. The Development office will seek appropriate counsel (internally or externally) to ensure:

- The proposed gift is consistent with legislated regulations and guidelines
- That the donor's intent and direction is consistent with CCPTSF's objectives
- That the donor's intent and direction is clearly understood and documented
- That the gift does not expose CCPTSF to potential liability or embarrassment
- If precedent-setting or sensitive issues are present, they are adequately assessed
- That the proposed gift has received the appropriate review and approval.

CCPTSF shall also seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Stock transfers
- Documents naming CCPTSF as Trustee
- Gifts involving contracts or documents requiring CCPTSF to assume an obligation

Securing appraisals and legal fees for gifts to CCPTSF: It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to CCPTSF.

Valuation of gifts for development purposes: CCPTSF will record a gift received and its valuation for gift purposes on the date the gift is received by the CCPTSF.

Unacceptable Gifts: CCPTSF reserves the right to refuse any gift that is not consistent with its mission. In general, CCPTSF will not accept gifts that:

- Require any action on the part of CCPTSF that is unacceptable to the Board of Directors,
- Contain unreasonable conditions,
- Contain an implied or express condition that it be transferred to a local club or other named beneficiary,
- Are financially unsound, or could expose CCPTSF to liability.

Gift Limitations: Tax receipts cannot be provided where:

- The donor receives any direct personal benefit under the arrangement.
- The donor has signing authority over the use of the funds.
- The donor directs a gift to an individual.
- Participation in a program or activity is limited to the donor(s).

Donor Bill of Rights:

CCPTSF has adopted the Association of Fundraising Professional's Donor Bill of Rights which include the CCPTSF's best efforts to achieve the following:

1. To be informed of our mission, of the way we intend to use donated resources and of our capacity to use donations effectively for their intended purposes.

2. To be informed of the identity of those serving our Board of Directors, and to expect the Board of Directors to exercise prudent judgment in its stewardship responsibilities.
3. To have access to our most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they are given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing our organization will be professional in nature.
8. To be informed whether those seeking donations from our organization are volunteers, employees of CCPTSF or hired solicitors.
9. To expect that CCPTSF will not share or sell mailing lists that include the donor's name.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Donor Privacy: CCPTSF is committed to protecting the privacy of the personal information of donors. The development office information will be considered confidential to all but those involved with solicitation strategies. Donor contact information will only be shared with registered project representatives and will not be made available to outside organizations.

Anonymity: Requests for anonymity will be honoured and donors who wish to remain anonymous may do so with every confidence.

Conflict of Interest: CCPTSF will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and resulting tax and estate planning consequences.

Donor Recognition: CCPTSF, through its PTC uses a variety of publications and events as their main recognition tools. All donor recognition activities will meet CRA guidelines.

2. Receiptable Gifts - An Overview

An RCAA can issue a receipt for any donation considered to be a gift. In order to be a gift it must be given freely. If a gift is made as a result of a contractual or other obligation an official donation receipt cannot be issued.

A receipt can only be issued for a gift of **property**. A gift of service is not a gift of property and a receipt cannot be issued. A gift certificate donated by the issuer of the certificate is not considered property and a receipt can only be issued under specific circumstances. However, if someone buys a gift certificate and then donates it, it is considered property and a receipt can be issued.

A pledge or promise to make a gift is not in itself a gift. Therefore, a receipt cannot be issued. However, when the donor honors the pledge or promise by making a transfer of property, a receipt can be issued.

When a donor receives an [advantage](#) in return for a donation, all or part of the donation may no longer qualify as a gift. Please see Split Receipting. Examples of advantages include:

- a ticket to an event
- the use of property
- a dinner or performance at a fundraising event

A donor cannot choose a specific beneficiary for their gift or ask the CCPTSF to give the gift to another organization. However, a donor can indicate a preference that their gift be used in a particular program as long as there is no benefit to the donor or anyone not at [arm's length](#) to the donor. The CCPTSF must be able to use the gift within the particular program as it sees fit. If the donor retains control, the donation is no longer considered a gift at law and a receipt cannot be issued.

Types of Gifts

(a) Cash

The most common and most straight-forward gift type is cash/credit card/cheque.

(b) Gifts-in-Kind (including appreciated securities)

Gifts-in-kind are real property that is not cash. They are tangible and are used by or disposed of by the charity and the proceeds used to benefit the charity. In order to be receipted a fair market value must be able to be determined for the gift in kind as that is the amount that the receipt must be issued for. Fair market value is normally the highest price, expressed in dollars, that property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

Registered charities must usually deduct the FMV of any [advantages](#) from the FMV of gifts to determine if there is an [eligible amount](#) of a gift for receipting purposes (see [Split receipting](#)). When the FMV at the time of donation, of either a gift in kind or of an advantage cannot be determined, an official donation receipt cannot be issued.

Generally, if the fair market value of the property is less than \$1,000, then the PTFM, or another individual, with sufficient knowledge of the property may determine its value.

The person who determines the fair market value of the item should be competent and qualified to evaluate the particular property being donated.

If the fair market value is expected to be more than \$1,000, the property must be professionally appraised by a third party (that is, someone who is not associated with either the donor or the CCPTSF).

If the property is appraised, the name and address of the appraiser must be included on the official donation receipt.

Please see section 3 for non-receiptable items.

Marketable Securities

Marketable securities are a gift-in-kind not a gift of cash. The March 2nd, 2006 Federal Budget exempted all capital gains resulting from the gifting of listed securities to public charities (such as the CCPTSF) from taxation, which makes this type of donation very attractive financially to a donor.

Gifts of listed securities are generally processed electronically via a recognized investment dealer. The PTC must do the following:

1. Have a securities account with a recognized investment dealer.
Saskatchewan, in its NFM role, has an investment account that can accept stock donations for CCPTSF for PTCs that don't wish to open their own. If the PTC has no investment account then contact the NFM to facilitate the transaction.
2. Advise the share donor and/or their investment dealer that the shares must be transferred directly into the PTC's investment account. The PTC's investment dealer can provide the necessary forms.
3. Request that the PTC's investment advisor notify the PTC when any shares have been deposited into the investment account.
4. Issue directions to the advisor to sell the shares in the account and deposit the net proceeds into the PTC's CCPTSF bank account.
5. Disburse the net proceeds less any commissions or fees to the respective project on receipt of a grant request form.

Share certificates are no longer issued to registered owners except on request and for a fee. In the rare circumstance that a donor wishes to deposit actual shares, they will be able to do so by forwarding the shares to the PTC's investment dealer.

A gift of shares is a gift-in-kind, not cash and therefore the receipt must include a description of the securities (# of shares, full name and/or stock symbol) as well as the per share valuation used to calculate the receipt total.

The NSTF generally utilizes the closing value on the day the securities were received in the investment account. Factors that might warrant using a difference valuation include exceptional volatility and that simultaneous gifts to other charities are utilizing other acceptable valuation measures, such as mid-day rates. This choice of alternative valuation figures also includes exchange rates from foreign currencies to Canadian dollars. Evidence of valuation must be obtained in writing directly from a 3rd party such as the PTC's investment dealer or reliable quotation service. A representative of the NSTF may wish to determine the existence of simultaneous gifts of identical shares to other charities – to ensure that the same valuation is used.

The policy of the NSTF is to sell gifted securities immediately upon receipt. While delaying disposal of the securities may affect the amount available to distribute to a project it will not affect the valuation of the donation for receipting.

(c) Insurance

An existing or new insurance policy can be donated to a charity. As long as the ownership of the policy and the beneficiary of the policy are the CCPTSF, the cash surrender value at the time of transfer and any premiums paid either directly or indirectly are treated as contributions and an income tax receipt is issued. The use of an insurance policy can serve to 'multiply' a gift. It is a deferred gift because the proceeds are not available to benefit the cause until the policy pays out. This is generally upon death or collapse of the policy. In this latter case the face value is not remitted but the cash surrender value is paid-out.

(d) Other – Events, Dinners, Auctions and Golf Tournaments

These types of gifts include the return of a benefit to the contributor, therefore special rules apply. The amount of benefit attributed to the contributor must be calculated and subtracted from the total received to arrive at the gift portion. CRA calls this split receipting. Please see section on Split Receipting.

3. Non-Receiptable Activities

A receipt may not be issued in the following circumstances:

- (a)** Where more than 'nominal' benefits are received.
- (b)** The payment of a basic fee for admission to an event or to a program, whether on behalf of the payor, a dependant of the payor, or someone designated by the payor does not qualify as a charitable donation regardless of whether or not the payment of the fee was voluntary.
- (c)** A payment for a lottery ticket or other chance to win a prize is not a gift. However, a lottery may be run in conjunction with a fund-raising campaign without prejudicial effect if the lottery tickets can be purchased without any requirement that ticket purchasers also make a donation to the fund-raising campaign. Official receipts may then be issued for such donations to the fund-raising campaign, but not for the purchase of lottery tickets. An amount which would otherwise be a gift, such as a portion of the price of admission discussed above, would not qualify as such if the price of admission entitles anyone, at no additional cost, to receive a chance to win a prize.
- (d)** Contributions of services (time, skills, effort) are not property and may not be acknowledged by issue of an official receipt. There is nothing to prohibit paying for services and later accepting the return of all or a portion of the payment as a gift – provided it is returned voluntarily. The donor must, in such an arrangement, account for the taxable income that would be realized either as remuneration (in which case the charity may be obliged to issue an information slip) or as business income.
- (e)** A charity may not issue an official receipt for income tax purposes if the donor has directed the charity to give the funds to a specified person or family. In reality, such a gift is made to the person or family and not to the charity.

4. Split Receipting

An advantage is what a donor may receive in return for his or her donation (for example, a meal, tickets to a show), and it must be taken into consideration when determining the eligible amount of a gift for receipting purposes. This is called split receipting.

Determining the fair market value of an advantage is similar to determining the fair market value of a gift in kind. However, while only donations of property can be receipted as gifts in kind, the fair market value of any type of advantage (for example services, accommodation, meals) must be taken into consideration when determining the eligible amount of a gift for receipting purposes.

If the value of the advantage is 80% or less of the fair market value of the donation, then a receipt may be issued for the difference.

If the value of the advantage is greater than 80% of the value of the donation, no gift is deemed to have been made, and a receipt cannot be issued.

If the value of an advantage is not more than \$75 or 10% of the value of the donation, whichever is less, it is considered nominal (*de minimis*), and it need not be deducted from the amount of the gift for receipting purposes.

If the FMV of the advantage cannot be determined, a receipt cannot be issued.

Additional information with regards to split receipting can be found at the following websites:

<http://www.cra-arc.gc.ca/chrts-qvng/chrts/prtng/rcpts/splt-eng.html>

<http://www.cra-arc.gc.ca/chrts-qvng/chrts/prtng/rcpts/fndrsng-eng.html>

The amount paid, the advantage amount and the residual eligible receipt amount must all be reported on the receipt that is issued.

Example:

An individual donates \$500 and, in appreciation, the donor receives two theatre tickets worth a combined value of \$90. The following calculations are used to determine the eligible amount of the gift for receipting purposes:

- **Nominal threshold:** 10% of \$500 is \$50.
Therefore the advantage must be \$50 or less to be considered *de minimis*.
- **Advantage threshold:** 80% of \$500 is \$400.
Therefore the advantage must be less than \$400 for a receipt to be issued.

In this example, the advantage is not *de minimis*, and must be deducted from the value of the gift. However, the value of the advantage does not exceed 80% of the value of the donation, so a receipt can be issued.

The eligible amount for which a receipt can be issued is **\$500 - \$90 = \$410**

Section F: Forms

SECTION F: Forms

Canadian Council of Provincial & Territorial Sport Federations Inc.
National Sport Trust Fund - Provincial Chapter
[Address Here]

1. Fundraising/Project Application Form Page 1

Contact Information	
Organization:	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone: ()	Email:
Not-For-Profit/Society #:	Date of Incorporation:
Fundraising Information (how funds eligible for charitable tax receipts will be solicited)	
Start Date:	Completion Date:
Fundraising Description:	
Project Information (how funds will be used for charitable purposes to develop amateur sport)	
Project Name:	
Start Date:	Completion Date:
Project Description:	
Projected amount of money to be raised: \$	

Describe how this project will assist in promoting or developing amateur sport on a national level.

I have attached a copy of the project promotional material and/or fund solicitation letter.

We represent that the information included in this application form is complete and correct. We will comply with all policies, procedures and compliance requirements of the National Sport Trust Fund in respect of this project application form. We confirm that that this project furthers the national development of amateur athletics in Canada.

Signature _____ Position _____ Date _____

Provincial Sport Organization Endorsement (only required if the fundraiser is initiated at the club level)

As a representative of (P/TSO Name) _____ I have reviewed the details of this fundraising project and verify the bona fide nature of the club, the fundraising venture, and the proposed usage of the proceeds.

P/TSO Representative Signature _____ Date _____

Office Use Only

Approved: _____ Project #: _____

**Canadian Council of Provincial & Territorial Sport Federations Inc.
National Sport Trust Fund**

2. Project Application Form Page 2

Important information for authorized representative of recipient sport organization:

The Canadian Council of Provincial & Territorial Sport Federations [CCPTSF] is registered with the Canadian Revenue Agency, Taxation – Charities Division [CRA] as a Registered Canadian Amateur Athletic Association [RCAAAA] and as such is eligible to issue official tax receipts. The CCPTSF has established the National Sport Trust Fund to provide funding to eligible projects. Donations to the National Sport Trust Fund [NSTF], support the promotion of amateur athletics in Canada on a nation-wide basis.

Donations made to the NSTF may be eligible for tax receipts subject to meeting the required CRA compliance criteria.

Qualifying Contributions – Tax receipt available

A tax receipt is only available for a qualifying donation or gift. A gift is a voluntary transfer of property without valuable consideration. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value.

Non-Qualifying Contributions – Tax receipt not available

A tax receipt is not available to a donor who makes a non qualifying contribution. In the context of the NSTF, non-qualifying contributions would include payments that are, in fact, personal obligations such as training fees, program fees, travel expenses, membership fees and other similar or like expenses on the part of the donor or a related party. Furthermore, donations directed for the benefit of a specific individual are not tax receiptable.

Civil Penalties for Misrepresentations of Tax Matters

Penalties for misrepresentation of tax matters can be onerous and can be applied to not only the person who avoided the tax but also to advisors or those who assisted in planning the misrepresentation.

For Further Information: If you have any questions regarding the donations or its use, please do not hesitate to contact the Provincial or National Fund Manager to enable them to advise you. If necessary they will coordinate an inquiry of CRA.

**Canadian Council of Provincial & Territorial Sport Federations Inc.
National Sport Trust Fund – Provincial/Territorial Chapter
[Address Here for Provincial/Territorial Chapter]**

3. Donor Contribution Declaration

I am voluntarily and unconditionally donating the sum of \$_____ to the National Sport Trust Fund, a program of the Canadian Council of Provincial & Territorial Sport Federations Inc. (CCPTSF), to benefit the development of amateur sport in Canada on a nation-wide basis. I understand that the CCPTSF can direct my donation to an amateur sport cause of their choice; however my preference is that my gift be used to support the following cause:

Organization / Club

(Project Name)

This contribution is made voluntarily without any conditions. No benefit will accrue to me (or related parties) as a result of my donation. I confirm that this donation does not or will not reduce any obligation, directly or indirectly, that I (or related parties) have for expenses such as a membership, training, or program registration fees, travel expenses or other like expenses that I would normally be required to pay to the recipient sport organization or any related or affiliated body. Based on these facts, I understand that an official receipt for tax purposes will be issued.

Please mail this form with your donation to:
Canadian Council of Provincial & Territorial Sport Federations Inc.
National Sport Trust Fund – Provincial Chapter
[Address Here for Provincial Chapter]

- Please make cheques payable to the National Sport Trust Fund.
- Each donation must have its own donation form.
- All donations are credited in Canadian dollars.
- In order to receive a tax receipt a valid mailing address must be provided even if you receive your tax receipt by email.
- Do not alter this form. Doing so may cause a delay or return of the donation.
- Credit card payments commence immediately upon the processing of this form by the National Sport Trust Fund Administrator

Donor Information	
First Name:	Last Name:
Address:	
City:	Postal Code
Telephone: ()	Email:
Donor Signature:	Date:
Payment Information	
I wish to spread my donation over time: \$ _____ over _____ months for a total donation of \$ _____	
<input type="checkbox"/> Cheque Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Credit Card Number _____	Expiry Date: __ / __

OFFICIAL TAX # - 88938 6868 RR0001

Office

Office Use Only	
Donation directed to Project #:	Organization/Club:
Date Approved:	Staff signature or Adjudication Committee Motion#:

**Canadian Council of Provincial & Territorial Sport Federations Inc.
National Sport Trust Fund – Provincial/Territorial Chapter
[Address here]**

4. Donation of a Gift in Kind

I, _____ have voluntarily donated the following item(s) to the National Sport Trust Fund administered by the Canadian Council of Provincial & Territorial Sport Federations Inc. (CCPTSF), to benefit the development of amateur sport in Canada. I understand that the CCPTSF can direct my gift to an amateur sport cause of their choice; however my preference is that my gift be used to support the following project:

Organization / Club	(Project Name)
Item(s) donated	Fair Market Value (FMV)
	\$ _____
	\$ _____
	\$ _____
Total value:	\$ _____

This contribution is made voluntarily without any conditions. No benefit will accrue to me (or related parties) as a result of my donation. I confirm that this donation does not or will not reduce any obligation, directly or indirectly, that I (or related parties) have for expenses such as a membership, training, or program registration fees, travel expenses or other like expenses that I would normally be required to pay to the recipient sport organization or any related or affiliated body. Based on these facts, I understand that an official receipt for tax purposes will be issued.

Signature of donor

Date of donation(s)

Donor Information:

Donor Information	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone: ()	Email:
Donation Information * Note: a photograph can be provided to support the description of the item	
Detailed description of the item(s) donated: (eg. make, model, age, size, etc.)	

Independent appraisal required for gifts with a FMV of over \$1,000.

I, _____, holding the position of _____ and residing at the address, _____ have accurately and honestly assessed the fair market value of the above mentioned item(s) in the amount of \$ _____ and declare that the value is accurate and that this is an independent appraisal and I have no direct association with the donor or the beneficiary of the donation.

Signature of appraiser

Date

Definition of FAIR MARKET VALUE - The fair market value (FMV) is defined as the highest price, expressed in a dollar amount, that the property would bring, in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed and prudent, and who are acting independently of each other. This FMV must be determined on the day of the donation.

**Canadian Council of Provincial and Territorial Sport Federations Inc.
National Sport Trust Fund – Provincial/Territorial Chapter
[Address here]**

5. Grant Request Form

The _____ hereby applies for a grant from the Canadian Council of Provincial & Territorial Sport Federations Inc. – National Sport Trust Fund (NSTF) in the amount of \$_____ to further the development of amateur sport in Canada in respect of the following project:

Project Name: _____

Project #: _____

Should this grant request be approved, we confirm that these funds will be used as intended and approved in our Project Application form and that a Project Report Form will be submitted 30 days after the project end date.

Name: _____

Title: _____

Organization: _____

Telephone: _____

Signature: _____

Date: _____

Approved for Release Provincial Fund Manager: _____

Office Use Only	
Grant Requested:	Administrative Fees:
Date Issued:	Total Grant Allocated:

**Canadian Council of Provincial and Territorial Sport Federations Inc.
National Sport Trust Fund – Provincial/Territorial Chapter
[Address here]**

6. Project Report

Project Name: _____

Project #: _____

Report Date: _____

- Interim Report Start date of activities included in this report: _____
- Final Report End date of activities included in this report: _____

Contact Information	
Organization:	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone: ()	Email:

Describe project objectives & outcomes achieved (please list all objectives and project results). Please attach any additional relevant supporting materials in respect of the outcomes of this project. Please attach a detailed list including all revenues and expenditures for the project. **Actual receipts may be requested for verification at any time.** For projects over \$50,000 receipts or an audited financial statement must be attached.

Funds requested through National Sport Trust Fund included in this reporting period :

Date	Amount \$ Received
Total:	\$

If this is an interim report, is the project timeframe still applicable YES NO

If an extension is required please indicate new end date: _____

As representatives, we have reviewed the activities of the above project and certify that the information submitted is true and correct.

Signature
Authorized Club
Representative _____
Position _____
Date

Signature
Authorized Provincial Sport
Organization Representative _____
Position _____
Date

7. Provincial/Territorial Chapter Licensing Agreement

7.1 TERM OF AGREEMENT

The term of the Licensing Agreement is for 1 year commencing January 1, _____. The agreement will be automatically renewed each year by payment of the annual membership and user fees set by the Canadian Council of Provincial and Territorial Sport Federations [CCPTSF] Board.

7.2 GUIDING PRINCIPLES

The CCPTSF and Provincial Territorial Chapter [PTC] agree to enter into an Agreement based on the guiding principles listed below:

- The CCPTSF, operating as a Registered Canadian Amateur Athletic Association [RCAAA], enables the CCPTSF, its PTCs and their members to raise current and endowed funds from individuals, corporations and foundations to fund NSTF approved projects, now and in the future,
- The CCPTSF will only consider a donor's preference if it relates to an NSTF pre-approved project.
- Compliance with CCPTSF Operational Guidelines and Reference Manual is mandatory at all times.
- While the CCPTSF retains ultimate accountability and control over the issuance of receipts and the use of the funds received, the PTC will assist the CCPTSF to administer the terms of the CCPTSF RCAAA registration within the jurisdiction that the PTC has under its administration.
- The PTC will endeavor that all activities are consistent with the letter and spirit of the prevailing Income Tax legislation, regulations and guidelines.

7.3 FINANCIAL TERMS

Licensing Fee

The PTC agrees to remain a member in good standing of the CCPTSF, and to pay the annual membership fee as approved by the membership.

The PTC agrees to pay CCPTSF an annual licensing fee (usage fee), as determined by the CCPTSF Board, each year by June 30.

General Books and Accounts

The accounting records relating to the various fund raising activities must be kept properly by the Provincial Chapter [PTC] for a period of 6 years from the end of the fiscal period, and must be made available for review, inspection and audit by the National Fund Manager [NFM] on behalf of the CCPTSF, Canada Revenue Agency or any external auditor appointed by the CCPTSF Board. The following records and documents must be kept:

- Copy of donor cheques
- Copy of credit card authorization slips or on-line notifications
- Copy of any forms or letters filled out by the donors
- Fundraising/Project application forms and supporting documentation including evidence of project approval (date and signature of approver for projects under \$50,000; date and motion of Provincial Territorial Adjudication Committee [PTAC] approval for projects over \$50,000)
- Grant request forms
- Interim/final project reports and supporting documentation for all projects that receive grants (financial summary for projects under \$50,000 annually, receipts or audited financial statements for projects over \$50,000 annually)
- PTAC meeting minutes
- PTC financial statements, trial balance and detailed general ledger showing all funds raised and disbursements made in detail.
- List of all tax receipts issued, voided or cancelled.
- Copy of all tax receipts issued, voided or cancelled. If receipts are issued from a donor database such as Raisers Edge, then a downloaded list plus a template of the receipt form used are sufficient.

Submit and keep current the names of all individuals fulfilling PTC roles in the CCPTSF activities.

Submit annual reports relating to fund activities to the NFM in the form and within the deadlines determined by the CCPTSF Board annually.

The PTC is responsible to:

- Open and operate at least one NSTF bank account. The NFM and the PTC board member must be signing authorities on any NSTF bank accounts in the PTC.
- Recommend responsible individuals as signatories on the above account(s) to be approved by the CCPTSF Board. Provincial Territorial Chapters are to follow their federation internal controls in the operation of the account but all payments from an NSTF bank account must have two signatures.
- Appoint responsible individual(s) to sign official receipts for income tax purposes in cooperation with NFM.
- Accept delegated responsibility for acceptance and processing of contributions and approval and processing of grant responsibilities within their geographical area of activity.
- Be administratively responsible on behalf of the CCPTSF for the on-going operation and reporting of all activities of the NSTF within its provincial jurisdiction.

7.4 ANNUAL REVIEW

This agreement will be reviewed on an annual basis and will be automatically renewed if PTC is in good standing with the CCPTSF.

7.5 COMPLIANCE

The PTC must adhere to the requirements stipulated in all the above sections of this Agreement and the NSTF Operational Guidelines and Reference Manual in handling NSTF-related matters and transactions. Its behavior is further regulated by general code of ethics, societal norms, and the law.

The NFM will investigate any alleged wrong doing or misconduct of a PTC. The Board will review the findings and recommendations of the NFM and determine whether disciplinary actions are required.

Disciplinary measures may include:

- (a) A specific period of probation during which the violation or non-compliance is to be corrected.
- (b) Fines to the PTC or the sport member or club associated with the PTC or both. The amount of fine is to be determined by the Board based on the seriousness of the *damage*, and will include *at least* the full recovery of all direct and indirect CCPTSF costs incurred in conducting the investigation.
- (c) Suspension of NSTF membership for a certain period of time, making the member ineligible for using the NSTF for fund raising during the suspension period.
- (d) Suspension of the Chapter's license for a certain period of time, making it necessary for the member to do NSTF fund raising through the NSTF Manager.

Any disciplinary measures taken by the Board will be over and above any actions or decisions that the Government may have imposed on the parties concerned. Also, the non-compliant member must submit a statement to the Board, explaining how the non-compliance or professional misconduct has been corrected, and should provide assurance that such problems will not happen again.

7.6 AUTHORIZED SIGNATURES

The signatures below represent acceptance of the terms and conditions outlined in the agreement and Operational Guidelines and Reference Manual.

CCPTSF National Fund Manager

Provincial Chapter
Authorized Representative

CCPTSF Chair

7.7 STOCK TRANSACTION SUMMARY FORM**CCPTSF _____ Chapter**

Project Name: _____ Project Number _____

Sport Organization: _____

Name of Donor: _____

Name of Stock: _____ Number of Shares: _____

Date of Transfer: _____

Value at Transfer Date (Tax Receipt): _____

Date of Sale: _____ Value at Sale: _____

Net Loss/Gain: _____

NSTF Fees:

Broker Commission: _____

Administrative Fees: _____

(2% on first \$100,000 .05% after \$100,000)

Total Fees: _____

Eligible Grant Amount: _____

**Canadian Council of Provincial & Territorial Sport Federations Inc. (CCPTSF)
National Sport Trust Fund – Provincial/Territorial Adjudication Committee**

8. Adjudication Committee Terms of Reference

8.1 MANDATE

The mandate of each Provincial/Territorial Adjudication Committee [PTAC] is to approve projects and grants within their Provincial/Territorial Chapter [PTC] of the National Sport Trust Fund.

8.2 COMMITTEE STRUCTURE

The PTAC shall consist of:

- (a) a minimum of 3 members including the Chairperson.
- (b) a chairperson shall be recruited and appointed by the PTC's board of directors.
- (c) all committee members are appointed to this committee in consideration of their knowledge, input and interest in fund development and CRA guidelines and requirements.
- (d) each committee member's term of office will be determined by the PTC.
- (e) meetings will be held quarterly at the discretion of the Chairperson. Other meetings may be called during the course of the year as needed.
- (f) the Provincial/Territorial Fund Manager [PTFM] will serve on the committee in an ex-officio capacity.

8.3 REPORTING MECHANISM

The PTAC is a sub-committee of the CCPTSF. The Chairperson of this committee will liaise with the National Fund Manager.

A copy of all PTAC minutes must be submitted to the National Fund Manager (NFM) for presentation to the Board.

8.4 RESPONSIBILITY

Committee Responsibilities:

The Committee is responsible to monitor compliance in regards to the approval of fundraising project applications, the control of incoming donations and the use of donated funds. The committee will oversee the following activities:

- To review a summary of all projects with a value under \$50,000 as approved by the PTFM.
- To approve fundraising project applications to the PTC of the NSTF for those projects above the PTFM's limit (\$50,000 or lower as established by the PTC) as well as to deal with any other special requests that may come forward;
- To maintain control of incoming donations through the PTC of the NSTF;
- To determine the allocation of donated funds above the PTFM's limit (\$50,000 or lower as established by the PTC)
- To recommend changes to the committee's terms of reference.

The national level for project approval by the adjudication committee is \$50,000. All PTCs may set approval level under \$50,000, subject to approval by the National Fund Manager [NFM].

Chairperson's Responsibility:

The Chairperson shall be responsible to:

- * chair all meetings of the PTAC.
- * report on the activities and concerns of the PTAC to the NFM.
- * prepare PTAC meeting agenda in consultation with staff liaison.
- * consult with the PTFM on any matters arising from the NSTF program.
- * act as a spokesperson for the PTAC as required.
- * assign committee tasks.

PTFM Support:

The PTFM will provide administrative and advisory support to the Committee.

The PTFM will ensure minutes of all PTAC meetings are recorded and forwarded to the NFM.

The PTFM will ensure all applications for fundraising projects meet the minimum criteria and guidelines.

8.5 CONFIDENTIALITY

PTAC members must not reveal information on project applications or grant approvals to any unauthorized individual prior to its formal approval.

8.6 CONFLICT OF INTEREST

For the purpose of these guidelines, conflict of interest is taken to be any situation where a PTAC member attempts to promote a private or personal interest for himself/herself or some other person, which results or appears to result in the following:

- An interference with the objective exercise of his/her responsibilities with the PTAC.

- A gain or an advantage by virtue of his/her position with the committee.
 - (a) If a PTAC member perceives that conflict of interest exists, or has the potential to develop, he/she must inform the Chairperson who shall decide if a conflict of interest situation actually exists, then if necessary, move to resolve it.
 - (b) PTAC members must not give or appear to give preferential treatment to:
 - family members, business associates, and/or former business associates.
 - any organization that they are presently or were formally associated with.
 - (c) One of the following actions will result where a conflict of interest is deemed to exist:
 - the member is discharged from the responsibilities causing conflict.
 - the member's resignation is accepted.
 - evidence that the member has removed himself/herself from the outside situation causing conflict is accepted.

8.7 REMUNERATION AND EXPENSES

Membership on the PTAC is voluntary and does not provide for remuneration. Nor does the CCPTSF pay any of the committee expenses. Members may be reimbursed for expenses by their PTC in accordance with their PTC Federation policies.

Section G: Appendices

SECTION G: Appendices

1. Canadian Council of Provincial and Territorial Sport Federations

Members include [formal or legal name, if different from common name]:

- ~ Sport BC
409-1367 West Broadway
Vancouver, BC V6H 4A9
- ~ Alberta Sport Council
c/o Percy Page Centre
11759 Groat Road
Edmonton, AB T5M 3K6
- ~ Sask Sport Inc.
1870 Lorne Street
Regina, SK S4P 2L7
- ~ Sport Manitoba
200 Main Street
Winnipeg, MB R3C 4M2
- ~ Sport4Ontario
3 Concorde Gate
Toronto, ON M3C 3N7
- ~ Sport Quebec
4545 av. Pierre-de-Coubertin
Case Postale 1000, Succ "M"
Montreal, PQ H1V 3R2
- ~ Sport New Brunswick
495 Prospect Street
Fredericton, NB E3B 7K5
- ~ Sport Nova Scotia
5516 Spring Garden Rd., 4th Floor
Halifax, NS B3J 1G6
- ~ Sport PEI
P.O. Box 302
Charlottetown, PE C1A 7K7
- ~ Sport Newfoundland
P.O. Box 8700
St. John's, NF A1B 4J6
- ~ Sport Yukon
4061 4th Avenue
Whitehorse, YT Y1A 1H1
- ~ Sport North
P.O. Box 11089
Yellowknife, NT X1A 3X7

2. Reference Sources

2.1 INCOME TAX ACT

Definition of Registered Canadian Amateur Athletic Association.

2.2 REGULATIONS

Contents of Receipts

2.3 INTERPRETATION BULLETINS

IT—110R3 (June 20, 1997) Gifts and Official Donation Receipts.

Income Tax Technical News No 26 December 24, 2002 Split Receipting

IT—244R3 (September 6, 1991) Gifts by Individuals of Life Insurance Policies as Charitable Donations.

IT—288R2 (January 16, 1995) Gifts of Capital Properties to a Charity and Others

IT—297R2 (March 21, 1990) Gifts In Kind to Charity and Others.

2.4 INFORMATION CIRCULARS

IC---78---10R4 (October 5, 1998) Books and Records Retention/Destruction.

2.5 POLICIES

Rather than maintaining the Guide for Charities as a static document CRA has moved to providing real time information to charities via its website. This information is contained in summary policies which provide a general statement on a particular topic. Each summary policy includes references that link to other technical documents. These documents include the following: related summary policies (CSP), policy statements (CPS), policy commentaries (CPTC), information letters (CIL), employee speeches (CES), forms and publications, case law, statute law, and newsletters.

Relevant Policy statements and commentaries

1. [Address on Official Donation Receipt, CPC-015](#)
2. [Computer-Generated Official Donation Receipts, CPS-014](#)
3. [Donations of Gift Certificates or Gift Cards, CG-007](#)
4. [Expenses Incurred by Volunteers, CPC-012](#)
5. [Expenses Incurred by Volunteers, CPC-025](#)
6. [Fair Market Value of Donated Item and Taxes, CPC-006](#)
7. [Fundraising by Registered Charities, CG-013](#)
8. [Gifts of Services, CPC-017](#)

9. [Gifts Out of Inventory, CPC-018](#)
10. [Management of Investment Portfolio, CPC-023](#)
11. [Name on Official Donation Receipt, CPC-010](#)
12. [RCAAs: Receipts-Issuing Policy, CPS-007](#)
13. [Third-Party Fundraisers, CPC-026](#)

2.6 CRA CHARITIES NEWSLETTERS

<http://www.cra-arc.gc.ca/chrts-gvng/chrts/cmmnctn/nwslttrs/menu-eng.html>