



## Tax Receipts

To comply with Canada Customs and Revenue Agency the *Parks Foundation Calgary* (PFC) will require the following criteria before issuing tax receipts:

1. All donations (cheques) must be made out to the *Parks Foundation Calgary* (project name). The receipts will be sent to the person who issues the cheque.
2. A group can not send in a cheque and a list of donors. Each donor must make out his/her cheque individually to the *Parks Foundation Calgary*.
3. No donation can be split and two tax receipts issued.
4. No tax receipt can be issued for services provided. The donor must make a cash donation to receive a receipt. If services are provided they can invoice for services and then donate the money back, but these must be two separate transactions.
5. Tax receipts cannot be issued for donations in kind in the form of goods or materials unless there is provided an appraisal or appraisals in form, substance and authorship acceptable to the *Parks Foundation Calgary*.
6. If a fundraiser is held, the monies for the fundraiser and the donations must be separate.
7. All funds for which tax receipts are issued must be spent on the approved project.
  - a) If the project is abandoned prior to completion (such abandonment to be determined in the sole discretion of *PFC*) any residual funds revert to the *Parks Foundation Calgary*.
  - b) Any funds received from grants or any donations not requiring a tax receipt are handled in accordance with the terms of their contract.

For further information contact:

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