

## Receipting: Records of Tax Receipts

### *Introduction (Slide 1)*

Registered Charities are required to keep records of all official donation receipts (tax receipts) that they issue.

We will be discussing general issues including:

- ❖ length of time your Charity must keep its records
- ❖ unused tax receipts
- ❖ electronic receipts and records
- ❖ sample tax receipts

Other information can be found in the Receipting FAQs section at [www.charitycentral.ca/site/?q=node/76](http://www.charitycentral.ca/site/?q=node/76)

### *Length of Time (Slides 2&3)*

Registered Charities are required to keep copies of all official donation receipts for a length of time specified by Canada Revenue Agency.

The length of time to keep the tax receipt is dependent on the type of gifts.

#### ❖ **All gifts except 10 years gifts**

Records must be kept for a minimum of two years from the end of the calendar year in which the donations were made.

#### ❖ **10-year gifts**

- Records must be kept **as long as the charity is registered,**
- and**
- For a minimum of **two years** after the date the registration of the charity is revoked.

### *Unused Tax Receipts (Slide 4)*

Blank or unused tax receipts must be kept at the charity's address as registered with Canada Revenue Agency.

## *Electronic Tax Receipts (Slides 5&6)*

Your Charity can issue official electronic tax receipts as long as they are readable and the data is sufficiently protected from unauthorized access.

Electronic tax receipts can be printed and signed by the authorized person and sent by postal mail to the donor.

Electronic tax receipts can also be signed with an electronic signature and emailed to the donor.

To protect your electronic receipts, you should take these precautions:

- ❖ receipts should be in a read only or non-editable format
- ❖ receipts should be protected from hackers through the use of appropriate software
- ❖ the document should be encrypted and signed with an electronic signature
- ❖ the use of a secure electronic signature should be kept under the control of a responsible individual authorized by the charity
- ❖ copies of e-mail issued receipts must be retained by the charity

## *Records of Electronic Tax Receipts (Slide 7)*

A computer-stored copy of an official donation receipt, known as a “soft copy,” will be considered a duplicate for purposes of the *Income Tax Act* if the following conditions are met:

- ❖ it contains all the necessary information required on official receipts
- and**
- ❖ your Charity can, at any time, print a copy of the receipt without inputting any new data

The computer-stored copy does not have to carry an electronic signature.

More information can be found in FAQ R14 at [www.charitycentral.ca/site/?q=node/312](http://www.charitycentral.ca/site/?q=node/312)

## *Sample Receipts on the following pages (Slides 8-11)*

**Sample Receipt #1 — Cash Gift (No Advantage)**

**Official Donation Receipt for Income Tax Purposes** **Receipt #0006**

Charity name \_\_\_\_\_ Charity's Canadian address \_\_\_\_\_ Charity BN/Registration# \_\_\_\_\_

Date donation received: \_\_\_\_\_ Donated by: \_\_\_\_\_ (first name, initial, last name)

Donor address: \_\_\_\_\_

**Eligible amount of gift for tax purposes:** \_\_\_\_\_

Date receipt issued: \_\_\_\_\_  
 Location issued: \_\_\_\_\_  
 Authorized signature: \_\_\_\_\_

For information on all registered charities in Canada under the Income Tax Act please visit:  
 Canada Revenue Agency [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)

**Sample Receipt #3 — Gift-in-Kind (No Advantage)**

**Official Donation Receipt for Income Tax Purposes** **Receipt #0006**

Charity name \_\_\_\_\_ Charity's Canadian address \_\_\_\_\_ Charity BN/Registration# \_\_\_\_\_

Date donation received: \_\_\_\_\_ Donated by: \_\_\_\_\_ (first name, initial, last name)

Donor address: \_\_\_\_\_

**Eligible amount of gift for tax purposes:** \_\_\_\_\_  
(fair market value of property)

Description of property received by charity: \_\_\_\_\_

Appraised by: \_\_\_\_\_

Address of appraiser: \_\_\_\_\_

Date receipt issued: \_\_\_\_\_  
 Location issued: \_\_\_\_\_  
 Authorized signature: \_\_\_\_\_

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 Canada Revenue Agency [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)

**Sample Receipt #4 — Gift-in-Kind with Advantage**

**Official Donation Receipt for Income Tax Purposes** **Receipt #0006**

Charity name \_\_\_\_\_ Charity's Canadian address \_\_\_\_\_ Charity BN/Registration# \_\_\_\_\_

Date donation received: \_\_\_\_\_ Donated by: \_\_\_\_\_ (first name, initial, last name)

Donor address: \_\_\_\_\_

**Total amount of cash received by charity:** \_\_\_\_\_ **A**

**Value of advantage:** \_\_\_\_\_ **B**  
(cash/fair market value of property)

**Eligible amount of gift for tax purposes:** \_\_\_\_\_ **C**  
(line A minus line B)

Description of property received by charity: \_\_\_\_\_

Appraised by: \_\_\_\_\_

Address of appraiser: \_\_\_\_\_

Date receipt issued: \_\_\_\_\_

Location issued: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

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Canada Revenue Agency [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)

**Sample Receipt #2 — Cash Gift with Advantage**

**Official Donation Receipt for Income Tax Purposes** **Receipt #0006**

Charity name \_\_\_\_\_ Charity's Canadian address \_\_\_\_\_ Charity BN/Registration# \_\_\_\_\_

Date donation received: \_\_\_\_\_ Donated by: \_\_\_\_\_ (first name, initial, last name)

Donor address: \_\_\_\_\_

**Total amount of cash received by charity:** \_\_\_\_\_ **A**

**Value of advantage:** \_\_\_\_\_ **B**  
(cash/fair market value of property)

**Eligible amount of gift for tax purposes:** \_\_\_\_\_ **C**  
(line A minus line B)

Date receipt issued: \_\_\_\_\_

Location issued: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

For information on all registered charities in Canada under the Income Tax Act please visit:  
Canada Revenue Agency [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)

*Self-Test (Slides 12-17)*

*Notice (Slide 18)*

Information in this module is provided for general educational purposes and not as legal or accounting advice. Consult a lawyer or accountant for professional advice. Information is accurate as of January, 2009. For changes after this date, consult Canada Revenue Agency.