

## Summary of Policy re:

### Donations & Tax Receipts

We are grateful to God for all of the donations that are given at BAC to support the Lord's work:

- a) within BAC (General Fund and Mortgage, Benevolent Fund);
- b) across Canada (Alliance Ministries in Canada, approved Short Term Missions Trips);
- c) internationally (Global Advance, approved missionary partners); and
- d) through a variety of Board approved special projects and missions.

Funds received through the donation envelopes as listed above are allocated as marked on the envelope. Where no allocation is made on the envelope, the funds go to the General Fund.

Funds received in this manner as identified on the donation envelopes are summarized on annual tax receipts in accordance with Canada Revenue Agency (CRA) regulations governing charities.

Sometimes funds are received along with a notation written on the envelope that is different from the ministries listed above, causing confusion and extra work for the accounting people. These guidelines are to clarify the use of "designated" contributions when they do not appear to fit into the above categories.

- **Programs and Church Ministries** are funded from the General Fund, and do not receive "designated" contributions.
- **Capital & Equipment** spending identified in the annual budget or subsequently identified by the Board as special projects can receive "designated" contributions.
- **Missions & People** identified as special projects or partners by the Board can receive "designated" contributions.
- **Benevolent** contributions, per government regulations, cannot be designated to a specific individual or cause. The Benevolent Care Team directs the use of the funds.
- **Other** special drives/pockets which have a short/defined term and specific purpose identified by the Board can receive "designated" contributions.

**Notes:**

All other contributions which are noted “designated” but do not fit in the above categories will be credited to the appropriate General or Missions or Benevolent Fund.

Exceptions to these guidelines will be reviewed by the Treasurer on an individual basis.

*"Spending of funds is confined to board approved programs and projects. Each designated contribution towards a board approved program or project will be used as designated with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason determined by the board, the remaining designated contributions for such program or project will be used where needed most. Also, any contribution to a program or project that has not been specifically board approved will be used where needed most."*

**BAC Program Registration & Payment Guidelines (for non-tax receiptable items)**

Payments for goods, services, events, or programs provided through BAC, are typically not receiptable per government regulations. When these payments are made they must be identified as such, and should not be combined with a voluntary contribution (as described above). Payments received directly by the counters or BAC Staff members where the purpose is unclear will be held for clarification.

***BAC Board of Elders – April 2008***