



## City of St. John's Corporate and Operational Policy

**Policy:** 04-07-01 Bequests and Donations

**Status:**

**Issued By:** Finance

**Revision No:** 1

**Revision Date:** 1996/04/23

**Date of Original Council**

**Approval:** 1993/06/22

**Rescind Date:**

**Index:** 04 Finance and Accounting

**Section:** 07 Donations

**Title:** 01 Bequests and Donations

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**Purpose**

To establish guidelines for receipt of bequests and donations.

**Policy Statement**

1. Any person, corporation, foundation, estate, group or organization may donate cash or tangible assets of artistic or cultural value to the City of St. John's.
2. For donations valued over \$500, the donating body may place requirements or restrictions on the use of donated cash or tangible assets. Council may refuse any donation if the requirements or restrictions are rejected by a motion of Council.
3. The City will issue an official receipt for all donations which are considered eligible donations for income tax purposes as set out in the Income Tax Act (Canada).
4. The value assigned for donations of artistic or cultural value will be considered the Fair Market Value for Income Tax purposes. Such values must be supported by a written statement or appraisal
5. The provision of official receipts will be made by the Director of Finance and City Treasurer. Restrictions or requirements on the use of the donated assets must

be made known to the Director of Finance and City Treasurer who will provide this information to Council.

6. Where restrictions or requirements are placed by the donor under paragraph 2, Council, by motion, must establish a reserve for those funds to be used only for the purpose intended by the donor. If the funds are to be disbursed to a Community Group, Council, by motion, must approve the disbursement of a grant to that group.

7. Donations made to the City for purposes of assisting the aims and objectives of a specific Community Group must be accounted for as part of the general revenue for the City, and be disbursed as a grant under the City's appropriation budget entitled "Grants to Other Organizations".

#### **Application**

#### **Responsibilities**

Department of Finance, Council.

#### **Definitions**

#### **References/Appendix**

#### **Monitoring and Contravention**

#### **Approvals**

Regular Meeting of Council, June 22, 1993 and April 23, 1996; Finance and Administration Committee Report - April 11, 1996.

#### **Review Period**

#### **Available to Public**

- ☐ Yes
- ☐ No