

Municipality of Pembina POLICY

SECTION: Admin & Finance

NUMBER: Admin 1 – 21

TITLE: Accepting donations for non-registered
charity groups

PAGE: Page 1 of 1

The purpose of this policy is to give our local non-profit/non-registered community groups an avenue for accepting donations and having the Municipality give charitable receipts.

Under this policy, the non-profit community group would have to agree to the following guidelines under the policy statement.

POLICY STATEMENT

- 1) An agreement to accept donations on behalf of the non-charitable organization must be signed with the Municipality before any are made to the organization.
- 2) The Municipality reserves the right to refuse to enter into an agreement with any community group.
- 3) The organization will be responsible for accepting all donations.
- 4) All donations must be payable to the Municipality of Pembina.
- 5) There will be a requirement to complete a spreadsheet with all the pertinent information from the organization on who donated, how much, etc. A sample of the spreadsheet will be attached to the agreement as a reference.
- 6) The spreadsheet will be made available through an on-line format chosen by the Municipality so all changes and updates can be seen in real time.
- 7) The organization shall insure all information is correct before submitting any donations to the Municipality. If errors are found, it will be up to the organization to rectify any errors prior to submitting.
- 8) Payments will be dispersed semi annually on or before May 15 and Dec 15 of each year or upon mutual agreement between the organization and the Municipality based on project needs.
- 9) Tax receipts will be issued up until December 1 of the same fiscal year the donation is made and/or as the Municipality determines is feasible. Payments that are accepted by the municipal office after December 1 will be given a tax receipt for the following fiscal year.


Approved by: Reeve and Council

Implementation Date:
Resolution No.

Feb 11, 2021
30 / 2021

Signatures:


Reeve Glenn Shiskoski


CAO Wes Unrau