

FUNDRAISING FINANCIAL PLANNING

TAX RECEIPT INFORMATION

Doctors Without Borders/Médecins Sans Frontières (MSF) Canada can issue a receipt for most donations of \$10 or more. Please note that the Canadian Revenue Agency (CRA) has rules regulating when a person or company may receive a receipt for a donation. As a registered Canadian charity, MSF must strictly comply with these rules. Please visit this link to CRA website.

Here are some answers to frequently asked questions:

I. Can I offer tax receipts at my event?

MSF can generally offer charitable tax receipts for donations of \$10 or more. Please note that there are rules around when someone is eligible to receive a receipt. MSF requires the donor's full name, donation amount, address and phone number or e-mail to issue a tax receipt. Please use the pledge form or individual donation form to keep track of donor information.

II. Are individual donations eligible for a tax receipt?

Yes, any individual donations with no benefit to the donor (i.e. not receiving a tangible item or benefit in return) are eligible for a tax receipt. The eligible amount of the donation is \$10 or more. The tax receipt will be issued to the person who made the donation.

III. organized an event. Can I get a tax receipt?

MSF is happy to issue receipts to people or companies if the donation is made from their own income. If you collect money from other individuals and then forward it to MSF, CRA guidelines state you are not eligible for a receipt for that gift. If you have made a personal donation from your own income at your event, we will be happy to send you a receipt.

IV. collected cash donations on behalf of donors, how do I send you the money?

If you are acting as a donation collector on behalf of donors during your event, you could send a cheque of the collected amount along with a pledge form (which should have donor's full name, donation amount, address, phone number or e-mail listed) no later than 30 days after you have hosted your event. It is your responsibility to provide a complete and legible list of donors on the pledge form. Tax receipts will not be issued to eligible donors until the pledge form has been submitted.

V. When can MSF not issue tax receipts?

CRA guidelines state that people or companies may not receive a charitable tax receipt if they have already received something in return for their donation. For example, if an individual buys a painting through a silent auction, they are not eligible to receive a receipt from MSF since they have already received the painting.

VI. When will I receive a tax receipt?

In an effort to be more efficient, beginning January 2020, MSF Canada will issue your consolidated tax receipt for all one-time and monthly donations in February after the previous tax year has closed. If you have any questions, please don't hesitate to contact our donor relations team.

VII. While organizing the event, I incurred expenses. Is MSF able to support any expenses? Can I get a tax receipt for the amount of my expenses?

Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the event organizer. It is the responsibility of the event organizers to create a budget and manage it accordingly for all expenses. You can use the following sample budget sheet to manage your event's income and expenses.

Event Budget

A. PROJECTED INCOME

Ticket sales: \$ _____
Raffle: \$ _____
Food/beverage sales: \$ _____
Pledges: \$ _____
Other income: \$ _____

TOTAL: \$ _____

B. PROJECTED EXPENSES

Facility/Rentals
Printing (tickets etc.):
Food/beverage:
Advertising:
Other expense:

TOTAL \$ _____

C. EXPECTED REVENUE TO MSF

(A minus B equals C): \$ _____

EXAMPLE

Ticket sales: \$100
Raffle: \$0
Food/beverage sales: \$50
Pledges: \$700
Other income: Sponsorship from local bakery \$1,000

TOTAL: \$1,850

EXAMPLE

Facility/Rentals \$75
Printing (tickets etc.): \$25
Food/beverage: \$0
Advertising: \$100
Other expense: \$0

TOTAL: \$200

EXAMPLE

\$1,850-\$200= \$1,650

If you have any additional questions, please contact us in advance of your event so we can discuss this further.

All cheques and donations can be mailed to:

Doctors Without Borders/Médecins Sans Frontières Canada
Attention: Community Fundraising Coordinator
551 Adelaide Street West, Toronto, ON M5V 0N8
Canada