

# 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. Will people who donate to MSF through my event be eligible for a charitable receipt?**

People who donate to MSF through third-party events are eligible for charitable tax receipts under the following conditions. MSF can generally offer charitable tax receipts for donations of \$10 or more. Donations with no benefit to the donor (i.e. not receiving a tangible item or benefit in return) are eligible for a receipt, which will be issued to the person who made the donation. 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. I organized an event. Will I be receipted for the proceeds?**

MSF is able 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. We can also issue a receipt to the list of donors who made a donation to your event if you provide us with this information.

### **III. I 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 the 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.

### **IV. 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.

**V. 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.

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**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