



Crisis Intervention and Suicide Prevention Centre of BC

Gift Acceptance and Receipting Policy

Last Revision: October 5, 2021

The Crisis Intervention and Suicide Prevention Centre of BC (Crisis Centre of BC) is a non-profit organization organized under the laws of the Canada Revenue Agency and the Province of British Columbia. The Crisis Centre of BC encourages the solicitation and acceptance of gifts for purposes that will help the Centre to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to the Crisis Centre or for the benefit of any of its programs.

I. PURPOSE OF POLICIES AND GUIDELINES

The Board of Directors of the Crisis Centre and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and mission of the Crisis Centre. It is the purpose of these policies and guidelines to govern the acceptance of gifts by the Crisis Centre and to provide guidance to prospective donors and their advisors when making gifts to the Crisis Centre. The provisions of these policies shall apply to all gifts received by the Crisis Centre for any of its programs or services.

II. USE OF LEGAL COUNSEL

The Crisis Centre shall seek the advice of legal counsel in matters relating to the acceptance of gifts where appropriate. Review by counsel is recommended for:

- a. review of closely held stock transfers that are subject to restrictions or buy-sell agreements
- b. review of documents naming the Crisis Centre as Trustee
- c. review of all gifts involving contracts, such as bargain sales or other documents requiring the Crisis Centre to assume an obligation
- d. review of all transactions with potential conflict of interest that may invoke CRA sanctions
- e. and such other instances in which use of counsel is deemed appropriate by the President and Executive Director of the Crisis Centre

III. CONFLICT OF INTEREST

The Crisis Centre can only accept and recognize a “gift” if there is no advantage to the donor or to any person designated by the donor resulting from the payment. For example, the Crisis Centre will not accept as a “gift” any transaction that would require it to give special consideration for volunteering or employment to the donor, or to anyone designated by the donor. All prospective donors shall be strongly urged to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

IV. RESTRICTIONS ON GIFTS

The Crisis Centre will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. The Crisis Centre will not accept gifts that do not align with the priorities and capacity of the organization. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the President and/or Executive Director of the Crisis Centre.

V. TYPES OF GIFTS

- A. The following gifts are acceptable to the Crisis Centre:
1. Cash
 2. Tangible Personal Property (physical items)
 3. Securities
 4. Real Estate
 5. Remainder Interests in Property
 6. Life Insurance
 7. Retirement Plan Beneficiary Designations
 8. Bequests
 9. Life Insurance Beneficiary Designations
 10. Pledges
 11. Gifts in Kind

B. The following criteria govern the acceptance of each gift form:

1. **Cash:** Cash is acceptable in any form. Cheques shall be made out to the Crisis Centre and shall be delivered to the Development Staff in the Crisis Centre's administrative office.
2. **Tangible Personal Property:** All other gifts of tangible personal property shall be examined in the light of the following criteria:
 - Does the property fulfill the mission of the Crisis Centre?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display, or sale of the property?
 - Are there any carrying costs for the property?
 - Is the property used or damaged in any way?

The final determination on the acceptance of other tangible property gifts shall be made by the President and/or Executive Director of the Crisis Centre.

3. **Securities:** The Crisis Centre can accept both publicly traded securities and closely held securities.

Publicly Traded Securities: Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Finance Committee. In some cases marketable securities may be restricted by applicable securities laws; in such instance the final determination on the acceptance of restricted securities shall be made by the President and Executive Director of the Crisis Centre.

Closely Held Securities: Closely held securities which include debt and equity positions in non-publicly traded companies can be accepted subject to approval of the President and Executive Director of the Crisis Centre. However, gifts must be reviewed prior to acceptance to determine that:

- there are no restrictions on the security that would prevent the Crisis Centre from ultimately converting those assets to cash,

- the security is marketable, and
- the security will not generate any undesirable tax consequences for the Crisis Centre.

If potential problems arise on the initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely held securities shall be made by the President and Executive Director of the Crisis Centre, where necessary. Every effort will be made to sell non-marketable securities as quickly as possible.

4. Real Estate: The Crisis Centre will accept gifts of real estate including principal residences, vacation homes, farms, commercial buildings, subdivision lots, or unimproved land with the following guidelines:
 - The donor shall secure a qualified appraisal of the property
 - A charitable tax receipt will be issued for the appraised value (or present value of the residual interest computed on the appraised value, in the case of residual interest gifts)
 - The Crisis Centre reserves the right to secure its own appraisal and issue a charitable tax receipt based on its result
 - The Crisis Centre shall determine if the donor has clear title to the property
 - The Crisis Centre shall review other factors, including zoning restrictions, marketability, current use and cash flow, to ascertain whether acceptance of the gift would be in the best interests of the organization
5. Remainder Interests in Property: The Crisis Centre will accept a remainder interest in a personal residence, farm, or vacation home subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, the Crisis Centre may use the property or reduce it to cash. Where the Crisis Centre receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

6. Life Insurance: The Crisis Centre must be named the beneficiary and irrevocable owner of a life insurance policy before it can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, the Crisis Centre will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Crisis Centre may:

- continue to pay the premiums,
 - convert the policy to paid up insurance, or
 - surrender the policy for its current cash value.
7. Retirement Plan Beneficiary Designations (RRSP/RRIF): Donors and supporters of the Crisis Centre shall be encouraged to name the Crisis Centre as beneficiary of their retirement plans. Such designations shall not be recorded as gifts to the Crisis Centre until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
 8. Bequests: Donors and supporters of the Crisis Centre shall be encouraged to make bequests to the Crisis Centre under their wills and trusts. Such bequests shall not be recorded as gifts to the Crisis Centre until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. Unless otherwise requested by the donor, all bequest donations will be used at the discretion of the organization.
 9. Life Insurance Beneficiary Designations: Donors and supporters of the Crisis Centre shall be encouraged to name the Crisis Centre as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to the Crisis Centre until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

10. Pledges: Written pledges to make gifts may be made applicable to any fund at the Crisis Centre. A schedule of pledges payable should be included in the fund agreement, letter, or other written instructions from the donor.

11. Gifts in Kind: Gifts in kind will be accepted based on the current needs of the Crisis Centre and that the gift fulfills the mission or activities of the organization. Gift in kind donations of services or supplies: we follow a cheque exchange process where we are billed/invoiced for the full amount of the service or supplies and we then pay that full amount. The donee then sends a donation cheque to match the bill. Approval of the donation by the Executive Director will be required.

VI. TAX RECEIPTS

The Crisis Centre is a registered charity and therefore is eligible, but not required, to issue tax receipts. The following rules and regulations have been developed by the Canada Revenue Agency, and as a registered charity, Crisis Centre must abide by these rules in order to maintain our charitable status.

Income tax receipts can be issued to donors who make gifts to charities. A gift is a transfer of property (usually cash), where the donor receives no benefit in return. The donor is the source of the gift and cannot designate someone else to receive the benefit.

The Crisis Centre *can* issue income tax receipts under the following conditions:

- Cash donations
- Donations of goods with proof of fair market value where no promotional benefits are received
- Donations of assets and property at the time of transfer to the Crisis Centre

The Crisis Centre *cannot* issue tax receipts under the following conditions:

- Cash sponsorships
- In-kind sponsorships where products are donated and promotional benefits are received
- Donated services
- Product sales (e.g. art prints)
- Third party fundraisers
- Gift certificates

For additional receipting information on tax receipting guidelines, please contact Crisis Centre or visit the Canada Revenue Agency website at www.cra-arc.gc.ca.

VII. MISCELLANEOUS PROVISIONS

- A. Securing appraisals and legal fees for gifts to the Crisis Centre: It shall be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to the Crisis Centre.
- B. Valuation of gifts for development purposes: The Crisis Centre shall record a gift received by the Crisis Centre at its valuation for gift purposes on the date of gift.
- C. Any donor wishing to maintain anonymity when making a contribution to the Crisis Centre shall make their intentions known to the organization in writing. The Privacy Officer of the Crisis Centre will ensure full compliance.

VIII. CHANGES TO POLICIES

These policies and guidelines have been reviewed and accepted by the Crisis Centre Board of Directors. The Board must approve any changes or deviations from these policies.