

## Donations and Fundraising Policy

<i>Topic</i>	Finance
<i>Authority</i>	Board
<i>Related Documents</i>	WBRL Collection Management Policy

Wood Buffalo Regional Library (WBRL) exists for the use and enjoyment of all members of the community. Interest and support from the public, corporations, and foundations are greatly appreciated. All donations become the property of WBRL. WBRL may at any time dispose of a donation in any way it sees fit.

### Monetary Donations

WBRL welcomes monetary donations for the purchase of collection materials, supplies, equipment, or facility enhancement or for the implementation of programs or events. Except in predetermined cases, WBRL reserves the right to decide how the donation is used.

### Gift in Kind Donations

WBRL accepts and solicits gifts to fulfill its mandate.

- A gift in kind is a voluntary transfer of real or personal property from a donor who freely disposes of his or her property to a recipient.
- The donation of a gift in kind does not result directly or indirectly in a right, privilege, material benefit, or advantage to the donor or to the person designated by the donor.
- A gift in kind includes, but is not limited to, books, artwork, equipment, securities, and cultural or ecological property.
- A contribution of service (e.g. time, skill or effort) is not property and does not qualify as a gift.

The valuation of a gift in kind item is measured at fair value. Fair value is the amount agreed upon between a buyer and a seller.

Gifts may be restricted or unrestricted. Restrictions must be agreed upon between WBRL and the donor. Donors agree to relinquish all claims to the items given.

WBRL retains the right to refuse a gift and will inform the donor accordingly.

### Material and Equipment Donations

WBRL accepts donations of library materials, such as books and media.

- The donation of new materials is treated as a gift in kind donation, if WBRL's gift in kind procedures are followed and the value of the materials is determined. New material donations may be restricted or unrestricted in their purpose; any restriction must be agreed upon between WBRL and the donor before acceptance of the donation.
- Used materials are not eligible for gift in kind consideration. WBRL does not accept donations of used materials with restricted purposes.

WBRL reviews all material donations intended for addition to the collection, per the Collection Management Policy. WBRL reserves the right to refuse the donation of materials and to evaluate, use, and/or dispose of donations in any way it sees fit, unless a restricted purpose is agreed upon in advance.

WBRL does not accept donations of equipment unless the equipment satisfies a definite need or is necessary for the development of a program or establishment of a collection.

#### Donations of Artwork

WBRL accepts donations of art and displays to enhance its cultural and informational resources. WBRL reserves the right to accept or reject any work of art.

- Donated works of art should be of special interest to the residents of Wood Buffalo.
- Donated works of art must enhance the aesthetics of the library building.

WBRL determines where and how to display works of art. WBRL reserves the right to relocate a work of art but respects the wishes of the donor when possible.

The name of the artist and the donor is suitably affixed to the artwork.

#### Receipts

WBRL issues official tax receipts for eligible monetary and gift in kind donations valued at \$20.00 or more.

A donor of an eligible gift in kind is entitled to receive an official receipt that reflects the fair market value of the gift. Tax receipts are issued based on the date of the donation, as verified by a WBRL employee signature.

- Revenue Canada defines the gifts eligible to receive a receipt. Some common gifts, such as donations of volunteer time, services, food, inventory from a business, etc., are not eligible to receive official tax receipts. Gift cards received directly from a business are not eligible for a tax receipt.
- If a tax receipt is required for a donated work of art, an appraisal must accompany the donation. The appraisal must be dated within three years of the donation date.
- WBRL does not issue receipts for donations of used library materials, including but not limited to books and media. Donations of new materials are eligible for tax receipts.

#### Donor's Rights

All fundraising solicitations by or on behalf of WBRL will disclose the Library's name and the purpose for which funds are requested. Fundraising solicitations on behalf of WBRL will:

- Be truthful.
- Accurately describe WBRL's activities and the intended use of donated funds.
- Respect the dignity and privacy of those who benefit from WBRL activities.

Donors and prospective donors are entitled to the following, upon request:

- WBRL's most recent annual report and financial statements as approved by the Board.
- WBRL's registration number (BN) as assigned by Revenue Canada.

- Any information contained in the public portion of the WBRL's most recent Charity Information Return as submitted to Revenue Canada.
- A list of the names of the members of the Board.
- Information noting whether the individual soliciting funds on behalf of WBRL is a volunteer, employee or hired solicitor.
- A copy of WBRL's Donations Policy.
- Printed material about WBRL, if available.

WBRL respects:

- A donor's request to remain anonymous.
- The privacy of donors, as governed by FOIP. Donors have the right to see their own donor record, and to challenge its accuracy.
- A donor's right to opt out of solicitation, to limit the frequency of solicitations, and to opt out of solicitation by telephone or other technology.

Any confidential information from or about donors is not disclosed without the express consent of the donor.

### Financial Accountability

WBRL conducts its financial affairs in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of provincial and federal regulators.

WBRL uses all donations to support our objectives, as registered with Revenue Canada.

WBRL uses all restricted or designated donations for the purposes for which they are given. If necessary due to program or organizational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate. If no agreement can be reached with the donor or designate about alternative uses for a restricted or designated donation, WBRL will return the unexpended portion of the donation. If the donor is deceased or legally incompetent and WBRL is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.

Annual Financial Reports reported on the Charitable Tax Return will be factual, accurate, and completed as required by Revenue Canada.

WBRL spends responsibly on administration and fundraising efforts, and as required to ensure effective management and resource development.

The Board reviews the cost effectiveness of WBRL's fundraising program regularly.

WBRL maintains control and ownership of all its charitable assets, including fundraising revenues and donor list. WBRL does not share, sell, or trade donor lists.

### **History**

*Created: October 20, 2021.*

*Revised: November 15, 2023.*