

1. Purpose

This policy will encourage donations and ensure consistency in providing donation receipts. Donations will be primarily used to support expense reimbursement under Policy P1.

2. Definitions :

Donation: a donation is a gift where property, usually cash, is transferred to a registered charity on a voluntary basis with no benefit received in return.

3. Applicability

This policy applies to ensure that only allowable donations are provided with charitable donation receipts.

4. Responsibility

The CBBS Executive is responsible for ensuring compliance with this policy.

5. Policy

- 5.1** All donations in cash of \$10 or more, donated without condition, will be issued a charitable donation receipt.
- 5.2** Donations of cash of \$10 or more, which are donated with a specified purpose or condition, will be accepted only with approval by the CBBS executive. If approved, a charitable donation receipt will be issued.