



## **DONATIONS & TAX RECEIPT POLICY**

December 2018

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## **1 – PURPOSE**

This policy is intended to provide guidance to Wrestling Canada Lutte (WCL) and potential donors on how to treat donations of various types and to provide tax receipts in specific circumstances. WCL may accept all contributions of cash, assets or services, however only contributions that are voluntary and meet the requirements the Canada Revenue Agency (CRA) as a “gift” are eligible for tax receipts. While WCL accepts donations of services, no donation receipt can be issued.

## **2 – WCL’S TAX STATUS**

WCL is a federally incorporated Corporation, which, due to its mission, is also registered with the CRA as a Registered Canadian Amateur Athletic Association (RCAAA). There are specific provisions in the Income Tax Act that are intended to benefit RCAAAs by allowing the issuance of official donation receipts for income tax purposes upon receipt of donations or gifts. These tax receipts provide incentives to donors for their donations or gifts through a reduction in their federal income taxes, provided RCAAAs follow the spirit and nature of the Act.

## **3 – SCOPE & APPLICATION**

Wrestling Canada Lutte, as incorporated, is able to accept donations from individuals and corporations.

Under specific circumstances, WCL is also able to provide Charitable Tax Receipts to individuals or companies donating funds due to its status as a RCAAA. WCL can only issue tax receipts for gifts or donations that are unconditional or directed towards a specific purpose or objective of WCL or their affiliates including both Provincial / Territorial Sport Organizations (PTSOs) and the Canadian Association of Wrestling Officials (CAWO). Donors may state a preference as to a specific National or Provincial purpose or objective to which the donor would like the funds directed, however WCL is not legally bound by the expression of that preference. WCL will however, make a best efforts basis to honour that request provided that the donor clearly understands that WCL, PTSO and CAWO have full authority to determine how funds are utilized with respect to that purpose or program. In all cases, donations only entitle supporters to receive a tax receipt.

## **4 – CASH DONATIONS TO WCL**

Donors may request that 100% of their donation be used for WCL Programs such as:

- Cadet National Team
- Junior National Team
- U23 National Team
- Senior National Team
- Olympic Team
- Quest for Gold
- Other

## **5 – CASH DONATIONS REQUESTED FOR EXTERNAL WRESTLING PROGRAMS**

Donors may request that donations be used to support external WCL affiliates, in support of WCL programs and sanctioned events, including:

- Wrestling PTSO Programs
- Wrestling Club Programs
- CAWO Programs

The following “Limitations and Circumstances” must apply for requests for donated funds to be used in support of external WCL affiliates:

- Funds must be used in support of affiliates involvement in WCL programs or WCL sanctioned events;
- In no circumstances can donations be requested to go to or for the benefit of an individual;
- In no circumstances can donations be requested to go to a Club or Program that will benefit the donor or a family member of the donor;
- In no circumstances can the donor be solicited by a club or have a prearranged agreement with the club regarding their donation;
- In accordance with CRA Policy Statements, WCL cannot operate as a donation conduit for a club’s own purposes. A minimum of 20% of funds donated must be retained by WCL for its own use.

Any Wrestling PTSO or Club that receives funds via requested donation must supply information satisfactory to WCL regarding how the corresponding funds were spent in accordance with this policy on a timely basis. Wrestling PTSOs and Clubs that are in arrears regarding such information may not be eligible for future directed donations until all issues are resolved. Donated funds must be spent in the fiscal year (April 1 – March 31) in which they are received.

In all cases, where funds are requested to go to a Wrestling PTSO or Club, they must consent and agree that upon acceptance of funds that they will be bound by this policy, in both spirit and principle and shall be jointly and severally responsible that they are in compliance with the Income Tax Act.

## **6 – TAX RECEIPTS FOR CASH DONATIONS**

A tax receipt will be issued for the face amount of all cash (including cash, cheques or electronic payment) donations of \$50.00 CAD or more. All tax receipts will be sent in electronic format via email only.

## **7 – TAX RECEIPTS FOR GIFTS OF NON-CASH ASSETS**

A tax receipt may be issued for the present market (or re-sale) value of any non-cash gifts or donations. The donor is responsible to provide WCL with full description and the present market (or resale) value of any donation (confirmed by a donor provided independent valuation in a form and using a methodology acceptable to WCL). All tax receipts will be sent in electronic format via email.

The management and disposition of non-cash assets will be determined by the Management Team on a case-by-case basis.

## **8 – GIFTS OF SERVICE**

Donations and contributions of services, that is, of time, skills or efforts, are not considered property, and therefore do not qualify as gifts for the purposes of issuing official tax receipts.

## **9 – ONLINE DONATIONS**

Visit the WCL website <https://wrestling.ca/donation/>.

1. Complete all the required fields.
2. Electronic tax receipts will be issued immediately through the donation portal.
3. Donations must be received on or prior to December 31<sup>st</sup> of every year in order for the tax receipt to be issued within that calendar year.

## **10 – DONATIONS BY CHEQUE**

1. Complete all the required fields on the online Donation Form <https://wrestling.ca/donation/>, select “Cheque” payment option.
2. Cheques must be payable to “Wrestling Canada Lutte”.
3. The donor must indicate “donation” as the purpose of payment on the cheque.
4. Electronic tax receipts will be issued by email only.

Please mail cheques and completed donation forms to:

Wrestling Canada Lutte  
c/o House of Sport – RA Centre  
2451 Riverside Dr.  
Ottawa, ON K1H 7X7

Donations must be postmarked on or prior to December 31<sup>st</sup> of every year in order for the tax receipt to be issued within that calendar year.

## **11 – LOST OR SPOILED RECEIPT**

WCL may issue a replacement which must contain all required information plus a notation to the effect that “this cancels and replaces receipt number (insert serial number of lost receipt)”. Requests to replace lost or destroyed receipts must be made in writing by contacting the National Office ([finance@wrestling.ca](mailto:finance@wrestling.ca)). The lost or destroyed receipts will be reported as required with Canada Revenue Agency.

There is an administration charge of \$20.00 for re-issuing tax receipts.

## **ANNEX A - PROCESS FOR DONATIONS REQUESTED FOR EXTERNAL WRESTLING PROGRAMS**

1 – Complete online donation form.

2 – Donation received through online portal or by cheque.

3 – Tax receipt issued electronically to donor.

4 – WCL automatically retains a minimum of 20% of donated funds.

5 – WCL staff communicate directly with the intended recipient of donated funds to determine how donated funds will be spent in accordance with the policy. Project form to be completed by intended recipient and submitted electronically to WCL by email to: [finance@wrestling.ca](mailto:finance@wrestling.ca).

6 – Project is either approved or rejected. If approved, WCL will release donated funds to WCL affiliate. If rejected, WCL retains donation.

7 – Upon completion of approved project, recipient of donated funds to provide necessary proof (eg. receipts) of the use of donated funds within the fiscal year (April 1 – March 31).



**PROJECT APPLICATION FORM  
DONATIONS TO EXTERNAL WRESTLING PROGRAMS**

Organization (WCL affiliate): .....

Contact Person: ..... Phone: .....

Position held in organization: .....

Email: .....

Address: .....

City / Town: ..... Province: ..... Postal Code: .....

**Project Information**

Name of Project: .....

Project start date: ..... Project end date: .....

Project description: (attach additional information if required)

[Large empty rectangular box for project description]





- I understand the following “Limitations and Circumstances” that apply for requests for donated funds to be used in support of external WCL affiliates:
  - Funds must be used in support of affiliates involvement in WCL programs or WCL sanctioned events;
  - In no circumstances can donations be requested to go to or for the benefit of an individual;
  - In no circumstances can donations be requested to go to a Club or Program that will benefit the donor or a family member of the donor;
  - In no circumstances can the donor be solicited by a club or have a prearranged agreement with the club regarding their donation;
  - In accordance with CRA Policy Statements, WCL cannot operate as a donation conduit for a club’s own purposes. A minimum of 20% of funds donated must be retained by WCL for its own use;
  - Donated funds must be spent in the fiscal year (April 1 – March 31) in which they are received.
  
- I consent and agree that upon acceptance of donated funds, that I am bound by WCL’s Donations & Tax Receipt Policy, in both spirit and principle and shall be jointly and severally responsible that I am in compliance with the Income Tax Act.

.....  
Signature of Contact Person

.....  
Date

*Provincial / Territorial Sport Organization Endorsement (only required if donated funds are being spent at the club level):*

*As a representative of ..... I confirm that the club is a  
(Provincial / Territorial Sport Organization)  
member in good standing of the PTSO.*

.....  
*Signature of PTSO Representative*

.....  
*Date*

**FOR OFFICE USE ONLY:**

Approved: ..... Authorization: .....

