

FUNDRAISING FINANCIAL PLANNING

TAX RECEIPT INFORMATION

MSF 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.

Here are some answers to frequently asked questions:

I. Can I offer tax receipts at my event?

MSF can generally offer charitable tax receipts for donations of **\$10 or more**. Please note that there are rules around when someone is eligible to receive a receipt. MSF requires the donor's **full name, donation amount, address, phone number or e-mail**. Use the **pledge form** or **individual donation form** to keep track of donor information.

II. I organized an event. Can I have a tax receipt?

MSF is happy 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.

III. 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.

IV. While organizing the event, I incurred expenses. Can I get a tax receipt for the amount of my expenses?

MSF cannot issue tax receipts as reimbursement for your expenses.

If you have any additional questions, please contact us in advance of your event so we can discuss this further.

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

$\$1,850 - \$200 = \$1,650$