

Guide to Receiving Events

Thank you for choosing to host an event for Sinai Health!

By fundraising for Sinai Health you're helping to push the boundaries of what can be achieved in patient care, research and education. With help from organizers like you, we support the seamless care and world class research that Sinai Health is known for.

Is providing tax receipts an important consideration in the success of your event?

As the event organizer, you will be the one speaking with the various donors to your event. It will be your responsibility to communicate parameters surrounding tax receipts to the participants. Please be sure you review this guide and consult with the Sinai Health team and CRA guidelines before making decisions and informing your donors so that you are clear about where we can provide a tax receipt or cannot.

A good rule of thumb is, if an individual or corporation is receiving any benefit for their donation or contribution, then a tax receipt is not usually issued. Benefits could include: food and beverages, entertainment, green fees, promotional value, guest gifts and door prizes.

If you don't believe receipting would add value or incentivize event attendees and donors, please consider not offering tax receipts for your event. By doing so you will save yourself and Sinai Health considerable time, and make the process of communicating with ticket purchasers and donors very straightforward. We will be pleased to provide a thank you letter confirming the receipt of every gift.

A business acknowledgement letter can be provided to sponsors or other corporate contributors as proof of payment. Most companies prefer to claim contributions as business expenses as there is a greater tax advantage for a business expense than a charitable donation.

Sinai Health is committed to following all rules and regulations regarding tax receipts set out by the [Canada Revenue Agency \(CRA\)](#). This is imperative to protecting our charitable status. Please note that CRA guidelines can change from time to time.

Sinai Health may provide a tax receipt when:

- A donation is \$20 or greater
- A donor has made their gift directly to the Foundation
- A cumulative cheque for all event donor revenue is provided along with a completed, legible *Tax Receipt Log* (see Appendix A) to the Foundation within 30 days of the event. The log must include full donor information.

Gift eligibility for a tax receipt

- **Cash, cheque and credit card donations** from individuals or corporations, that are greater than \$20 and where the donor receives no benefit can be tax receipted. A business acknowledgement letter can be provided to sponsors or other corporate contributors as proof of payment.
- **Auction purchases, prize tickets, and purchase of goods and services** are considered a purchase rather than a donation and therefore are not eligible for a tax receipt.

