



take a hike
YOUTH AT RISK FOUNDATION®

F1-12 TAX RECEIPTING

Tax receipts must be issued by the Treasurer to donors in accordance with Canada Revenue Agency's charity requirements. Receipts should be issued in the year the donation is received.

PROCEDURES

- (a) The CEO will track donations as they are received and send the following information to the Treasurer for tax receipting and recording purposes – donor name, amount, date received, address;
- (b) The Treasurer will reconcile donations received to amounts deposited per bank statement; and
- (c) The Treasurer will issue donation receipt to donor using the Foundation's tax receipt template.