



**WATERLOO EDUCATION  
FOUNDATION INC.**

Responsibility:	<i>Coordinating Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	
Related References:	<i>Board Policy 4017 – Fundraising Administrative Procedure 4380 - Travel, Meals and Hospitality Expenditures Administrative Procedure 4570 - Procurement Administrative Procedure 4650 – Donations: Computers, Equipment and Other Items FS-04-PS8 Donate Computer and AV Equipment FS-19-PS9 Gift in Kind Donation Form Broader Public Sector Supply Chain Guideline Broader Public Sector Expense Directive Canada Revenue Agency</i>
Revisions:	<i>May 2016, November 2017, October 2019</i>
Reviewed:	

**1. Preamble**

- 1.1 The Waterloo Education Foundation Inc. (WEFI) is a registered non-profit charity dedicated to enhancing the quality of public education in the Waterloo Region District School Board (WRDSB). WEFI accepts donations from individuals, corporations, and organizations interested in furthering excellence in public education and issues charitable tax receipts. An independent Board of Directors whose membership includes representatives of the community and educators governs it.
- 1.2 The following procedure outlines the various operations of WEFI and provides guidelines and expectations for those looking to set up school accounts or donate.
- 1.3 Please visit our website at: <http://www.wrdsb.ca/wefi>

**2. Tax Receipts**

- 2.1 WEFI is an independent, non-profit charitable organization registered with Revenue Canada - Reg. No. 13411 4446 RR0001. Receipts for income tax purposes will be issued for donations of \$15.00 or more.
- 2.2 Canada Revenue Agency requires the following information be included on income tax receipts: the date the gift was received; the full name, including middle initial, and address of the donor. All information must be provided in order to issue an income tax receipt
- 2.3 Eligible Donations
  - 2.3.1 Receiptable gifts include cash and donations of equipment and educational materials.
  - 2.3.2 Receipts will be issued only for gifts that benefit the student body in general.
  - 2.3.3 Donations may be accepted from parents for use within the system or school as long as the intent is to benefit a group of students or the whole student body. For

example, a parent will receive a charitable tax receipt for a donation towards a “general school” or “system functions” fund that benefits all students. A tax receipt will not be issued to cover the cost of an individual student’s trip.

2.3.4 When an *in-kind* contribution of educational value is donated, fair market value of the donation must be determined by a third party valuation (refer to AP 4650 Donations: Computer and AV Equipment and Miscellaneous Items), The Gift in Kind Form (FS-19-PS9) or Donate Computer AV Form (FS-04-PS8) must be completed and submitted with the third party valuation.

2.3.5 Donations of services are acceptable if the provider of the services is paid directly and then that provider makes a voluntary donation to WEFI. The donation cannot be a condition of contracting the provider’s services.

2.4 No tax receipt can be issued when:

2.4.1 The donation results in direct personal gain for the donor or the donor’s family.

2.4.2 The donation is a gift certificate. (The school or system should purchase the gift certificate and then the company/retailer could donate the purchase price back as a cash donation and be entitled to a tax receipt.)

### 3. **Waterloo Education Foundation Inc. Accounts**

3.1 WEFI accepts donations from individuals or organizations and monies can be for a specific purpose (restricted fund) or for a general (undesignated) fund. Each year WEFI distributes undesignated accumulated funds through the Special Projects and Equality of Opportunity Fund.

### 4. **The Waterloo Education Foundation Inc. Payroll Deduction Campaign**

4.1 The ***Waterloo Education Foundation Inc. Payroll Deduction Campaign*** offers employees a method of giving through payroll deduction. It is convenient and can be cancelled at any time. Receipts for income tax purposes will appear on the donor’s annual T-4 slip.

4.2 The goal of the payroll deduction campaign is to create a fund to provide enhancements to programs offered by the WRDSB. The Board of Directors for WEFI, with the assistance of a Staff Advisory Committee, will allocate the money to support various projects from this fund. The focus will always be on student ***needs*** and ***enhancements*** to programs.

4.3 For more information regarding the ***Waterloo Education Foundation Payroll Deduction Campaign***, please contact [wefi@wrdsb.ca](mailto:wefi@wrdsb.ca)

### 5. **Planned Giving**

5.1 Through WEFI, it is possible to have a positive impact on public education through Planned Giving. Planned Giving is a philanthropic program by which a donor can arrange a substantial future gift that will benefit children within Waterloo Region and potentially provide significant immediate tax benefits to the donor. The emphasis is on planning, and is focused on matching the objectives of WEFI with the needs and objectives of the donor.

5.2 WEFI is authorized to encourage donors to make both outright and deferred gifts. The types of deferred gifts to be offered include bequests, gifts of life insurance policies and proceeds, re-insured gift annuities, gifts of residual interest, charitable remainder trusts, and such other gift arrangements as the Board of Directors may from time to time approve. All programs, solicitation plans and activities shall be subject to the oversight of the Executive Director and a Planned Giving Committee, as delegated by the Board of Directors.

5.3 For more information, please visit our web site at: <http://www.wrdsb.ca/wefi>

## 6. School Accounts

- 6.1 Schools wishing to take advantage of WEFI's tax receipting capabilities may establish an account that is exclusive to the school.
  - 6.1.1 Establish an account through the Principal by submitting a request, in writing, to [wefi@wrdsb.ca](mailto:wefi@wrdsb.ca)
  - 6.1.2 Schools may have more than one account if deemed necessary (i.e., for a specific department in a secondary school). In this case, the Principal should request the account by submitting, in writing, the specific purpose of the account.
  - 6.1.3 If your request complies with the Income Tax Act, Financial Services will inform you of your account's name and number.

## 7. How to Donate

- 7.1 Cheque Donation
  - 7.1.1 Make the cheque payable to the Waterloo Education Foundation Inc. The donor's name, address and phone number should be on the cheque or attached.
  - 7.1.2 Designate the desired system project, school or priority program in the bottom left-hand corner of the cheque.
  - 7.1.3 Forward the cheque to WEFI, Financial Services at the Education Centre.
  - 7.1.4 The cheque will be deposited into the appropriate account and a tax receipt will be sent directly to the donor. For school or project-based donations, tax receipts will be sent to the Principal, or designate, for mailing so that a thank-you note can be attached.
- 7.2 Cash Donation
  - 7.2.1 It is best to send cash in a sealed money bag through the WRDSB Courier indicating WEFI on the outside of the money bag. **Do not send cash via inter-departmental courier or Canada Post.**
  - 7.2.2 Along with the cash, the information must include:
    - name(s) of donor(s);
    - address(es) of donor(s);
    - telephone number(s) of donor(s);
    - amount of each person's donation;
    - school account to which money should be deposited.
  - 7.2.3 The cash will be deposited into the appropriate account and a tax receipt will be sent directly to the donor. For school or project-based donations, the tax receipts will be sent directly to the Principal, or designate, for mailing so that a thank-you note can be attached.
- 7.3 CanadaHelps Online Donation

Donations can be made online through the WRDSB's website by selecting "Donate Online" or by logging onto CanadaHelps website <https://www.canadahelps.org> and entering WEFI as the charity name. Select the appropriate fund, enter the amount and continue through the remainder of the fields. The funds will be deposited into the appropriate account (less the applicable fees) and the donor can print their own tax receipt.

## 8. School Account Bookkeeping

Account balances can be obtained in the WEFI financial reporting system by the Principal, or designate. It is the responsibility of the school to check their balances. Please contact Financial Services or [wefi@wrdsb.ca](mailto:wefi@wrdsb.ca) if there are discrepancies.

## 9. Accessing Funds from the School Account

- 9.1 Funds from WEFI may be accessed by the Principal, or designate, only.

- 9.2 Withdrawals from the account must conform to Revenue Canada regulations. Expenditures must be for materials or services to enhance the educational programs offered by the WRDSB, must follow the WRDSB's Purchasing Policies and Procedures and be in line with the Ministry Broader Public Sector Procurement Directive.
- 9.3 To access the fund, send a WEFI Request for Cheque form, **signed by the Principal** detailing the expenditure and method of payment to Financial Services. **Include the original receipt or invoice itemizing the purchase.** Please make a copy of the invoice for your own records.
- 9.3.1 If you would like WEFI to pay a company directly from your WEFI school account, WEFI will require an original invoice detailing the expenditure and a cheque will be sent directly to the company.
- 9.3.2 If you would like WEFI to reimburse the WRDSB for items purchased on a purchase order, WEFI will require the P.O. # (or Requisition #) and the dollar amount to be reimbursed.
- 9.3.3 If you would like WEFI to reimburse your school, WEFI will require a copy of your cheque stub and copies of receipts/invoices
- 9.3.4 If you would like WEFI to reimburse an individual, WEFI will require the name of the individual to receive the cheque and the original invoice or receipt detailing the expenditure.