



GIFT CARDS AND GIFT CERTIFICATES

Responsibility: *Coordinating Superintendent, Business Services & Treasurer of the Board*

Legal References: *Canada Revenue Agency – <http://www.cra-arc.gc.ca/gifts/>*

Related References: *FS-19-AS4 – Pre-Approval Form for the Purchase of Gift Cards/
Certificate Purchases and Accountability Form
Administrative Procedure 4380 - Travel Meals & Hospitality Expenditures
Administrative Procedure 4450 - Petty Cash
Administrative Procedure 4400 - One-Over-One Approval
Administrative Procedure 4460 - Procurement Cards*

Revisions:

Reviewed: *June 2016, September 2019*

1. Guideline

This procedure provides direction to all staff regarding the provision of Gift Cards and Gift Certificates to Employees and Non-Employees of the Waterloo Region District School Board (WRDSB).

Any purchase of gift cards/certificates with WRDSB funds or School Generated funds requires pre-approval from your supervisor, and must comply with Canada Revenue Agency rules and regulations.

2. Procedure

Employees:

2.1 Gift cards/certificates purchased with WRDSB funds or School Generated funds (Schedule A, School Funds, SAC, WEFI, Scholarship) are NOT permitted to be given to employees.

2.2 Canada Revenue Agency regulations require that gift cards and gift certificates be treated as “cash in kind”. As such, the value of any gift card/certificate given to a WRDSB employee (albeit in error) would need to be added to the recipient employees T4 taxable earnings.

Note: A gift card/certificate purchased with personal funds and given to an employee are outside the scope of this procedure; no reimbursement of personal expenses can be claimed in such scenarios.

Non-Employees:

2.4 Volunteers can receive gift cards/certificates up to \$500 in a year with no tax consequences.

2.5 Guest speakers can receive gift cards/certificates up to \$500 in a year with no tax consequences.

2.6 It is the responsibility of the school to track the amount/value of gift cards/certificates given to volunteers or guest speakers during the taxation year. FS-19-AS4 must be used to track gift card disbursements.

3. Reimbursement for Purchasing Gift Cards and Gift Certificates

- 3.1 When submitting a claim to Accounts Payable for reimbursement of costs for gift cards/certificates, the following information is required on the claim:
 - 3.1.1 All disbursements of gift cards/certificates are to be recorded and itemized and the nature of the work performed needs to be identified.
 - 3.1.2 For any individual receiving a gift card/certificate, including volunteers, list the amount, names and addresses of each recipient as well as the nature of the work/service being recognized (i.e. helping with hot dog day).
 - 3.1.3 The Board is not able to reimburse the expenditures unless all information is provided.