



## Gift-In-Kind Frequently Asked Questions

### 1. What types of gifts-in-kind donations does the Regina Humane Society (RHS) accept?

Examples of in-kind giving include, but are not limited to, donations of new and surplus inventory, donations of used equipment and furniture, donations of computers, animal related items and gift cards.

We accept donations of tickets for events. To qualify for a tax receipt, the donated tickets must be received by the RHS at least 14 days prior to the event.

The RHS will accept donations of artwork and jewellery but independent appraisals will generally be required. The RHS reserves the right to decline all in-kind donations.

### 2. How will the RHS use my in-kind donation?

The RHS generally uses in-kind donations for two purposes:

- Animal items that are unopened, new or in good condition (i.e. dog beds, etc) will be used for the homeless animals currently awaiting adoption or in our foster care program.
- Items which are not specifically animal related (or found to not be suitable for use in the Shelter) will generally be auctioned off or used for fundraising purposes.

### 3. What information do I need to provide to the Regina Humane Society and how will my information be used?

The RHS respects and protects the privacy of our donors. We ask that all donors complete a gifts-in-kind donation form for the RHS' records. If a tax receipt is required, all sections of the gifts-in-kind donation form must be completed including:

- First and last name
- Address
- Description of item
- Fair market value of item
- Donor declaration
- Donor's signature

If a tax receipt is not required, the following information is required to match the donation with a recipient organization:

- First and last name
- Address
- Description of item
- Donor's signature

#### **4. Can I receive a tax receipt for my donation?**

Donors are eligible for a gifts-in-kind tax receipt if the donated item(s) can be utilized by the RHS and the item is in good working condition.

#### **5. How is the fair market value of donated items established in order to issue a tax receipt?**

For donations from individuals: According to Canada Revenue Agency guidelines, in order to issue a tax receipt the RHS requires official documentation (such as a sales receipt) or independent appraisal of the fair market value of the donated item. Tax receipts can only be issued when this documentation is on file with the RHS.

If the original sales receipt is provided, the RHS will depreciate the value based on the age and condition of the item. If the donor does not provide the original receipt or appraisal documents, the RHS uses a variety of public sources to establish a value for the item.

The RHS may request a current photo of the item in order to confirm its age and condition.

For donations from corporations: If the donated item is an asset (such as used computers), the individual guidelines (above) apply.

If a corporate donation is from inventory (such as donation of clothing from a retailer) an invoice is required to establish fair market value.

*In all cases, the gifts-in-kind donation form must be completed in order to receive a tax receipt.*

#### **6. When will I receive my gifts-in-kind tax receipt?**

The gifts-in-kind tax receipt will be issued once the donated items are received by the RHS and the condition/value is confirmed and the required documentation (gifts-in-kind donation form and appropriate fair market value documentation is provided to the RHS).

#### **7. I'm donating a large item. Can the RHS pick it up?**

If at all possible, we ask donors to deliver the item to help avoid any pick-up costs that might be incurred by the RHS.

#### **8. I would like to donate an antique item to the RHS. How will my donation be valued?**

Antiques should be valued by an independent appraiser in order to establish a fair market value.

#### **9. Does the RHS accept donations of vehicles?**

In certain cases we will accept vehicle donations. Please contact us at 306-543.6363 or via email at [donate@reginahumane.ca](mailto:donate@reginahumane.ca) to discuss in further detail.