

University Advancement operates under and is current on specific guidelines for assessment and receipting of donations of all types including the following:

annuities, gifts-in-kind, bequests, library gifts-in-kind, cash, including payroll deductions, life insurance, charitable remainder trusts, real property, cultural property, residual interest arrangements.

Full definitions of each type may be found in Section 8 of this policy.

4.2 Finance

It is the responsibility of the Treasurer to invest all funds held by the University.

It is the responsibility of Finance to allocate endowment income to each fund according to Policy [GP 20](#), Endowment Management. Finance is also responsible for processing all revenue and disbursements relating to donations and for preparing monthly activity reports on each fund for University Advancement and respective fund administrators.

4.3 Designated Authority

The designated authority has the responsibility for achieving program and financial results as outlined within the terms and conditions of donor funding arrangements, within available funding limits and individual fund guidelines, and in accordance with Board of Governors policies. Approval authority may be delegated, but responsibility is retained.

5.0 Receipting of Donations

As a registered charity, Simon Fraser University authorizes University Advancement to be responsible for issuing charitable donation receipts for all charitable donations made to the University. All charitable donation receipts must be issued in compliance with the Income Tax Act and in accordance with the procedures of the University. A charitable donation must be a voluntary transfer of property, usually cash, that is made without expectation of benefit to the donor or to anyone designated by the donor. Donations that are not deemed to qualify as 'gifts' according to the Income Tax Act, will be acknowledged with a business or non-charitable donation receipt.

6.0 Reporting

A report on all donations accepted on behalf of the University for previously approved endowments, projects and programs will be prepared on a monthly basis for the Board of Governors by University Advancement.

The terms of reference for endowment funds and annually funded student awards will be provided to the Finance and Administration Committee of the Board of Governors for approval, and subsequently reported to the full Board for information.

Annual reports will be sent to establishers of endowments giving information on endowment status and award recipients.

7.0 Donations from Faculty and Staff

Payroll deductions may be made only to those projects approved as acceptable payroll deduction funds; must be for a minimum of \$5.00 per fund per pay period for at least 10 consecutive pay periods; and may not be established for funds over which the donor has spending authority.

All donations through payroll deduction will be grouped under one heading on the online bi-weekly pay statements. Separate accounting of donations to various funds will be maintained by University Advancement.

7.2 Foregone Payments

From time to time, University departments enter into arrangements with full-time faculty or staff for special services or "extra-to-load" duties which do not fall within the employer / employee relationship. Such arrangements for special services result in payments of honoraria, fees or stipends.

7.2.1 Recipients of these payments for special services or "extra-to-load" duties may wish to donate these payments back to the university to augment general university operating or specific purpose funds. A charitable donation receipt will be issued for the donation if the following conditions are met

- a. the payments form part of the faculty / stafQ e m Ê M Ilcoit e f u á 4

Cash: An amount given to the University through legal tender, personal cheque, payroll deduction, or credit card payment.

Charitable Donation Receipt: An official receipt for income tax purposes for a donation of cash or gift-in-kind made to the University voluntarily by the donor, without benefit of any kind to the donor.

Charitable Gift Annuity: a Charitable Gift Annuity is a contractual arrangement between the University and donor. The donor makes an initial capital contribution of \$10,000 or more and the University agrees to pay income to the annuitant(s) at a specified rate for life or for a term of years according to the terms in the contract. A portion of the donation is a qualified charitable gift and the remaining portion is considered to be the minimum capital required to fund the payments. The University will invest the entire donation appropriately to ensure the payment obligations and to maximize the residual value of the annuity capital.

Charitable Gift or Charitable Donation: A "donation" or "gift" according to the Income Tax Act is a voluntary transfer of property without expectation of return. The following three conditions must be met:

1. some property - usually cash - is transferred by the donor to the registered charity
2. the transfer is voluntary
3. the transfer is made without expectation of return. No valuable consideration - no benefit of any kind - to the donor or to anyone designated by the donor may result from the payment.

Charitable Remainder Trust: A trust established with cash or securities, managed by SFU that provides income to the donor usually for life. The funds remaining in the trust on the death of the donor go to the university.

Cultural Property Gift: An object or a collection that is determined by the Canadian Cultural Property Export Review Board to meet the criteria of "outstanding significance and national importance" as established under paragraphs 11(1)(a) & (b) of the Cultural Property Export and Import Act.

Donation: May be used interchangeably with "gift." A gift that is offered to and accepted by the University. The donation may be of charitable nature, in which case, it is eligible for a charitable donation receipt. The donation may be cash or gift-in-kind.

Donor Designated Gift: A non-charitable gift, usually of cash, to an individual student as determined and adjudicated by the donor.

Endowment Fund: see Fund - Non-expendable.

Foregone Payments: An amount earned by a faculty or staff that goes directly to a university operating or research fund and is not received by

