



AFL SNP Parental Donation Tax Receipt Instructions **for Cash and Cheque Donations**

The following is required ONLY when tax receipts are requested by the parent (donor) for cash or cheque donations.

Receipts are issued for individual donations of **\$20.00** or more. Parental donations may come to your school's Nutrition Program in the form of cash or cheque. Both methods are eligible for tax receipts. All cheques should be made payable to the school's nutrition program bank account.

- Step 1: Deposit the parental donations into the nutrition program bank account.
Record this deposit in category 36002 Parent Donations.
- Step 2: Record donor's information in the "Donation Info Sheets" file, on the Tax Receipt page. Be sure to include the full mailing address and an email address.
- Step 3: Write a cheque to The Angel Foundation for Learning for the total amount on the Tax Receipt worksheets. You may wish to accumulate donations and send in once a month.
When writing the cheque, use category 36002 Parent Donations.
- Step 4: Keep a copy of all information for the nutrition program records.
- Step 5: Mail the cheque and printed copy of the Tax Receipt page via school board courier to The Angel Foundation for Learning at the CEC, Attention: Nutrition Manager of Finance.
- Step 6: Once the cheque is received at The Angel Foundation for Learning, we will send one cheque back to the school for the total amount submitted. Deposit this cheque into the nutrition program bank account.
Record the deposit in category 36002 Parent Donations.

Donor will receive an income tax receipt issued by The Angel Foundation for Learning. The tax receipt will be mailed or emailed to the address provided on the Tax Receipt page.

To be eligible for a tax receipt in a particular year, The Angel Foundation for Learning must receive the information by **December 31** of that year (i.e. for a 2018 tax receipt, AFL must receive information by December 31, 2018).

Should you have any questions, please do not hesitate to contact the Nutrition Manager of Finance for The Angel Foundation for Learning at 416-222-8282, extension 2192.

