



Abbotsford Police Foundation

GIFT ACCEPTANCE POLICY

Purpose

The Abbotsford Police Foundation (“APF” or “Foundation”) is a non-profit, charitable organization registered under Canadian law. APF welcomes donations to fulfil its mandate to raise funds for its registered charitable purposes, which are above and beyond the operating budget of the Abbotsford Police Department (“AbbyPD”).

The Gift Acceptance Policy ensures that donations made to the APF further the mission of the APF and include appropriate consideration of donor interests and objectives.

The Gift Acceptance Policy also provides clarification of roles, responsibilities and expectations of both the APF and its donors and ensures that gifts to the APF are made in accordance with legal and ethical regulations and guidelines to protect the APF from potential liability related to gifts that may have a negative impact.

The APF reserves the right to refuse any donation or gift. All donations over an amount determined by the APF Board of Directors will be subject to an approval process as set out in this policy.

The APF abides by the Association of Fundraising Professionals (“AFP”) Code of Ethical Principles and Standards and the Donor Bill of Rights.

Policy Objective

The purpose of the APF Gift Acceptance Policy is to provide guidance to the board of directors and staff on which gifts can be accepted and how they should be handled. The policy also serves as a source of information for potential donors who are interested in supporting the activities of the APF.

Details

Acceptable Gifts

The APF accepts gifts, donations, grants and funds from individuals, foundations, organizations, associations, employee groups, corporations and other donors. According to the Canada Revenue Agency, a gift is “a voluntary transfer of property without consideration.” The following types of gifts are deemed eligible for acceptance by APF:

- Outright gifts of cash, cheques and cash equivalents.
- Cash and in-kind sponsorship of events/programs.

The following types of gifts may be deemed eligible for acceptance by APF subject to the APF’s capacity and ability to do so:



Abbotsford Police Foundation

- Publicly traded securities (including stocks, mutual funds and bonds);
- Gifts of property (including real estate, art, computer equipment, jewelry); and
- Bequests, life insurance policies, gifts of residual interest, charitable remainder trusts and annuities.

Other gifts not listed above may be acceptable but require review by the APF before the gift is accepted. In reviewing these gifts, consideration will be given to the size of the gift, financial liability, capacity and ability to functionally process the gift, and risks to the APF.

The APF retains the right to decline any type of gift or source of gift from an individual or organization with objectives that do not align with those of the APF.

Gifts of cryptocurrency will not be accepted by the APF.

Unacceptable Gifts

All donations over an amount determined by the APF Board of Directors will be subject to an approval process. Any gifts not accepted will be returned to the donor, and no explanation will be provided.

Donations in the amount of \$30,000 or less per year may be accepted with the Donor attesting as to the donor's alignment of the Foundation's guidelines for gift acceptance. Donations in excess of \$30,000 per year may trigger a request for the donor to consent to limited background review to ensure the gift aligns with the Foundation's guidelines for gift acceptance.

Designated Gifts

The APF will accept gifts designated to a specific project or fund provided the Foundation or the AbbyPD can reasonably utilize the gift.

Each restricted contribution will be used as designated, with the understanding that when the need for such a program or project has been met, or the program or project cannot be completed for any reason determined by the board, and neither the donors, nor their representatives, are living or able to consent to an amendment, the remaining restricted contributions will be used for another purpose consistent with the intent of the original gift.

AbbyPD Status

Acceptance and or recognition through APF channels of a donation does not imply endorsement by the Foundation or the APD of any product, service or philosophy of the donor. Making a donation of any amount does not confer special status or preferential treatment on the donor by the APD.



Abbotsford Police Foundation

Charitable tax receipting

APF issues charitable tax receipts for all eligible donations in accordance with Canada Revenue Agency regulations. The APF has established a minimum donation amount of \$20 for the automatic issuance of approved receipts. However, smaller donations will be receipted upon request by the donor. Donors of eligible gifts-in-kind are entitled to receive an official receipt that reflects the fair market value of the gift, according to Canada Revenue Agency guidelines.

Eligibility for official receipts for non-monetary (in-kind) gifts is to be determined by the Board of Directors or designate prior to the acceptance of the gift.

Fair Market Value (FMV)/Appraisals

If the Foundation has agreed to accept an in-kind donation and the value of the gift is under \$1,000, the Foundation may use an in-house expert who is qualified to appraise the donation, to ascertain FMV for tax receipt purposes. If the Foundation has agreed to accept an in-kind donation and the value of the gift is over \$1,000, the Foundation will obtain at least two appraisals from a qualified expert, one of whom must be arm's length. The average of the two appraisals will constitute the FMV of the donation. The cost of obtaining the appraisal(s) will be discussed in advance between Foundation staff and the donor(s).

Administration Fee

The Foundation incurs expenses to process donations, particularly larger and more complicated gifts. In order to cover a small portion of these costs, the Foundation charges a 5% administration fee on all gifts of \$5,000 or more. This fee provides the Foundation with increased capacity to raise and distribute charitable funds for the APD and to cover APF administrative costs, including donor stewardship, granting, reporting, financial audits and other regulatory compliance. The decision to apply this fee, or not apply this fee, is at the discretion of the Foundation's Executive Director and/or a designate approved by the Board of Directors.

Guidelines for Gift Acceptance

- Gifts shall support the registered charitable purposes of the APF.
- APF shall not accept gifts from groups or organizations that:
 - o Encroach on the organization's integrity.
 - o Restrict its liberty of action.
 - o Cause damage to its reputation.
 - o Place additional costs or burdens on the organization; or
 - o Expose it to uncertain risk or possible liability.



Abbotsford Police Foundation

Transparency and reporting

Gifts shall be accounted for in a manner that allows donors and the public to develop a fair picture of how the APF conducts its activities.

APF will respect donors' wishes for anonymity and consult with donors to obtain their permission before public disclosure of their giving.

APF will conduct itself in accordance with all Canada Revenue Agency or any other applicable government, Ministry or agency regulation(s).

APF urges prospective donors to seek the assistance of personal legal and financial advisers in matters relating to their gifts and the resulting tax and estate-planning consequences and to inform or include their family members in their philanthropy and gift-making.

Authority to Accept and to Sign Gift Agreements

The authority to accept most types of gifts on behalf of the APF is delegated by the Board of Directors to the Board Chair, Finance Committee Chair or Executive Director, who are able to accept the gift and sign a subsequent gift agreement. The Executive Director, Board Chair or Finance Committee Chair will consult with other appropriate Committee Chairs before deciding on gift acceptance.

Monitoring and Compliance

The Board of Directors or designate is responsible for leading the monitoring of the application and compliance of this policy direction in conjunction with other members of the Foundation staff. The Executive Director will work with appropriate staff to ensure compliance and seek guidance from the APF Board of Directors or designate for gifts that fall outside of this policy.

Related Policies

Issue date: May 28, 2024

Issued by: APF Executive Committee

Authorized by: APF Board of Directors

Authorized date: May 28, 2024

Review: