

Ethical Fundraising and Financial Accountability Code

Charities that adopt the *Ethical Fundraising & Financial Accountability Code* are committed to deal with such queries promptly and fairly. The Charities Division of Revenue Canada also provides information and receives complaints about registered charities at 1-800-267-2384.

A. Donors' Rights

1. All donors (individuals, corporations, and foundations) are entitled to receive an official receipt for income tax purposes for the amount of the donation. Donors of non-monetary eligible gifts (or gifts-in-kind) are entitled to receive an official receipt that reflects the fair market value of the gift. (Note: "Eligible gifts" are defined in Revenue Canada Interpretation Bulletin IT-110R2 or its successor. Some common gifts, such as donations of volunteer time, services, food, inventory from a business where there is consideration (e.g. advertising), etc. are not eligible to receive official tax receipts.) The College's governing board may establish a minimum amount for the automatic issuance of receipts, in which case smaller donations will be receipted only upon request.
2. All fundraising solicitations by or on behalf of the College will disclose the College's name and the purpose for which funds are requested. Printed solicitations (however transmitted) will also include its address or other contact information.
3. Donors and prospective donors are entitled to the following, promptly upon request:
 - the College's most recent annual report and financial statements as approved by the governing board; the College's registration number (BN) as assigned by Revenue Canada
 - any information contained in the public portion of the College's most recent College Information Return (form T3010) as submitted to Revenue Canada;
 - a list of the names of the members of the College's governing board; and
 - a copy of this Ethical Fundraising & Financial Accountability Code.
4. Donors and prospective donors are entitled to know, upon request, whether an individual soliciting funds on behalf of the College is a volunteer, an employee, or a hired solicitor.
5. Donors will be encouraged to seek independent advice if the College has any reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.
6. Donors' requests to remain anonymous will be respected

7. The privacy of donors will be respected. Any donor records that are maintained by the College will be kept confidential to the greatest extent possible. Donors have the right to see their own donor record, and to challenge its accuracy.

8. The contributor or prospective contributor list will not be exchanged, rented or otherwise shared with other organizations.

9. Donors and prospective donors will be treated with respect. Every effort will be made to honour their requests to:

- limit the frequency of solicitations;
- not be solicited by telephone or other technology;
- receive printed material concerning the College.

10. The College will respond promptly to a complaint by a donor or prospective donor about any matter that is addressed in this Ethical Fundraising & Financial Accountability Code. A designated staff member or volunteer will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to the College's governing board or its designate, and will be advised in writing of the disposition of the appeal. A complainant who is still dissatisfied will be informed that he/she may notify the Canadian Centre for Philanthropy in writing.

B. Fundraising Practices

1. Fundraising solicitations on behalf of the College will:

- be truthful;
- accurately describe the College's activities and the intended use of donated funds; and
- respect the dignity and privacy of those who benefit from the College's activities.

2. Volunteers, employees and hired solicitors who solicit or receive funds on behalf of the College shall:

- adhere to the provisions of this Ethical Fundraising & Financial Accountability Code;
- act with fairness, integrity, and in accordance with all applicable laws
- adhere to the provisions of applicable professional codes of ethics, standards of practice, including the Responsibilities of Community Membership
- be in agreement with the College's Mission Statement and one of the Conference's Statement of Faith.
- cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure

- disclose immediately to the College any actual or apparent conflict of interest; and
- not accept donations for purposes that are inconsistent with the College's objects or mission.

3. Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer or fee, and will not be paid finders' fees, commissions or other payments based on either the number of gifts received or the value of funds raised. Compensation policies for fundraisers, including performance-based compensation practices (such as salary increases or bonuses) will be consistent with the College's policies and practices that apply to non-fundraising personnel.

4. The College's governing board will be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in this Ethical Fundraising & Financial Accountability Code.

C. Financial Accountability

1. The College's financial affairs will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of provincial and federal regulators.

2. All donations will be used to support the College's objects, as registered with Revenue Canada.

3. All restricted or designated donations will be used for the purposes for which they are given. To avoid being legally precluded from using designated funds at all if a project is oversubscribed or is terminated, the following policy is in place and is published.

Spending of funds is confined to board approved programs and projects. Each restricted contribution designated towards a board approved program or project will be used as designated with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason determined by the board, the remaining restricted contributions designated for such program or project will be used where needed most.

4. Annual financial reports will:

- be factual and accurate in all material respects;
- disclose:
 - the total amount of fundraising revenues (receipted and non-receipted)
 - the total amount of fundraising expenses (including salaries and overhead costs)
 - the total amount of donations that are receipted for income tax purposes (excluding bequests, endowed donations that cannot be expended for at least 10 years, and gifts from other charities)

- the total amount of expenditures on charitable activities (including gifts to other charities)
- identify government grants and contributions separately from other donations; and
- be prepared in accordance with generally accepted accounting principles and standards established by the Canadian Institute of Chartered Accountants, in all material respects.

5. No more will be spent on administration and fundraising than is required to ensure effective management and resource development. In any event, the College will meet or exceed Revenue Canada's requirement for expenditures on charitable activities. (In general, section 149.1 of the Income tax Act requires all charities to spend at least 80 percent of their receipted donations (excluding bequests, endowed donations that cannot be expended for at least 10 years, and gifts from other charities) on charitable activities; in addition, charitable foundations are required every year to expend 4.5 percent of the value of their assets in support of charitable programs.)

6. The cost-effectiveness of the College's fundraising program will be reviewed regularly by the governing board.

Adopted by the Board of Directors – September 25, 2007