

Tax Receipts for Red Dress Run Donations

☺ Thank you so much for your generosity in donating an item to the Red Dress Run! ☺

1. For cash or Cheque donations over \$20.00, the Charity will issue you a receipt.
2. If you actually purchased something to donate, you can get a tax receipt BUT you must provide a copy of the sales receipt (booze basket donations exempt).
3. For gift certificates donated by a business:
Business that donate an item or a certificate can claim this on their taxes, therefore, they will NOT receive a tax receipt from the charity because they claim this on their end of accounting.
4. For services (painting, gardening, house cleaning, etc.):
Tax receipts are not issued for human services, sorry.
5. If you created/made something to donate:
Keep all the receipts for the materials you purchased to make the item. Total them up and send the receipts, along with your mailing address, to the charity. You can NOT claim the work hours you invested in your creation, sorry. **You can only claim the cost of materials.**
6. Dinners, booze tasting, sailing trips, weekend getaways, etc:
 - You do not receive a tax receipt for what the pkg. was sold for \$\$ but instead, **for what YOU actually spend on it once it happens.**
 - So... once the people who bought your item actually show up and enjoy your item, even it is a year later than when they bought it, YOU need to:
 1. **Keep ALL the receipts for the expenses that you incurred** to host the people for your event... ALL \$ expenses for ALL that you provided them.
 2. You can NOT claim your own human hours it took to prepare or host the event. However, if you hired someone/service company to help you, then keep your receipt from the service company (i.e. taxi, chef, dancer, etc.).
 3. Once the event is finished, **total up all the receipts with a total \$\$ amount.**
 4. **Provide mailing addresses for whoever the tax receipts will go to.** (e.g. if 6 people hosted the group, put all 6 names down to receive an equal share of the tax receipt.)
 5. Reference the Red Dress Run and name the auction item so the charity knows what you're talking about.
 6. **Submit your receipt package** (with names of people who will receive a tax receipt) to the charity.

****Bottom line- keep your receipts for everything you purchased to make the package happen!** Any questions, contact Janice at 780-974-2523 or stefancik@hotmail.com

****For more info see:** <http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/rcpts/menu-eng.html>

***Send your completed tax receipt package to:** The Pride Centre of Edmonton 10618-105 Ave NW, Edmonton, T5H 0L2 Attn: Kristy, RDR
Concerns about a tax receipt? Kristy Harcourt, 780-488-3234