

*Approved by K-12 Board action #11-09 February 20, 2011*

- The charitable tax status application is to be approved by the K-12 Board of Education.
- The person responsible for the bookkeeping must be the person issuing the receipts.
- The school must be using the Office of Education approved accounting software, Simply Accounting Premier.
- The conference auditor must review the T3010 before it is sent to the government.
- The school must record three quotes to show fair market value before receipting donations in kind. The school board should vote a “gift” policy.
- The school must ensure that there are no receipts given for donations for service.
- The school must work with the Office of Education accounting personnel to ensure clear distinction between charitable receipts and non-charitable receipts.
- Charitable receipts for a portion of tuition paid must still be calculated and issued by the Office of Education personnel.