

Tax Receipting Minimums Policy

Department	Finance	Policy No.	FIN-02
Category	Data Management	New	(X) March 6, 2015
Reviewed by	Management Team	Revised Reviewed Reviewed	(X) August 10, 2020 (X) November 1, 2022 (X) February 11, 2026
Approved by	Chief Executive Officer	Date Approved	(X) December 30, 2015 (X) January 11, 2023 (X) April 1, 2026

1.0 Purpose:

It is the practice of Lakeridge Health Foundation (the “**Foundation**”) to issue a letter and official tax receipt (no minimum) within two weeks of gift receipt by mail or phone call and within one hour of an electric donation via the Foundation’s website.

In case of a lost tax receipt, a duplicate receipt can be issued. It is the responsibility of the donor to ensure that only one tax receipt is submitted as part of their annual income tax return.

Upon the request of the donor, a tax receipt may be issued once per year, in February, indicating the cumulative giving for said year.

This is a public document in the ‘Accountable to You’ section of the website.