

# GROWING PROJECT REPORTING FORM

2022 GUIDE

Growing projects provide fantastic opportunities for communities to work together and make a difference in the lives of those who are hungry. Canadian Foodgrains Bank appreciates the work of volunteers who make these projects a success.

## Purpose of Reporting Form

To enable the Foodgrains Bank to issue charitable tax receipts to those who have donated funds and goods to your growing project and to ensure we have a good record of the financial activities of the project and funds that the project has sent to the Foodgrains Bank as required by Canada Revenue Agency, we require each project to complete and return this financial reporting form to the Foodgrains Bank.

Please retain your invoices, bank records, and other supporting documents should they be required. This information should be retained for a minimum of seven years.

Please read the following information carefully and fill out the attached form for your local growing project. If you have any questions, please contact your regional representative at the number below, or call Head Office at 1-800-665-0377. We have provided some guidance below on what types of donations are eligible for tax receipts. For further information, please refer to the Canada Revenue Agency (CRA) website: [canada.ca/en/revenue-agency.html](https://canada.ca/en/revenue-agency.html)

## Who needs to fill out the Reporting Form and when?

1. Every growing project should assign a representative to complete and submit the Financial Report for the growing project. It is essential to complete this form if growing projects have received donations from donors who are expecting a charitable tax receipt from the Foodgrains Bank.
2. If the growing project is requesting the Foodgrains Bank to issue tax receipts for donations made to the growing project, it is essential that sufficient proceeds from the growing project are sent to the Foodgrains Bank on or before December 31<sup>st</sup> to ensure the donor receives a tax receipt for 2022. **Any donations/proceeds received by Foodgrains Bank (postmarked) after December 31<sup>st</sup> for which tax receipts are requested will be issued a 2023 tax receipt.** As per Canada Revenue Agency requirements, **Foodgrains Bank can only issue 2022 tax receipts for funds it has received in 2022.** Proceeds received from the growing project must fully cover the total amount of receipts requested.
3. Please complete the reporting form when the growing project is sending proceeds from the growing project to the Foodgrains Bank. To ensure Canadian Foodgrains Bank has sufficient time to process receipts and acknowledgements, we ask that **reports be submitted to the Foodgrains Bank by November 30<sup>th</sup>.**
4. If the growing project receives donations in 2022 after it has submitted the Financial Report for 2022, the project should send a cheque for the additional amount of the donations to be receipted and a supplementary report listing the donors that require a receipt. Again, these donation proceeds must be sent (postmarked) by December 31<sup>st</sup> if a 2022 tax receipt is to be issued.

# Completing specific areas on the form

## Bank Balance from Previous Year

- Indicate on line (A) the prior year's ending bank balance (if applicable).

## Monetary Donations (Requiring Receipts) (Form 1)

- In order for the Canadian Foodgrains Bank to issue charitable and acknowledgement receipts for monetary donations made to a growing project, Form 1 must be completed with the name of the donor, **complete mailing addresses with postal code**, date donation received and donation amounts.
- When recording the name of the donor, please use the name on the cheque (i.e. if a business name is on the cheque, donor must be listed as the business).
- Foodgrains Bank will issue receipts for monetary donations over \$10.
- If you have already sent in growing project proceeds with donor information, please list only the new donors on the reporting form. Charitable donation receipts can only be issued once.
- Transfer the total of donations list to line **(B)** on the financial report.

## Proceeds from the Sale of Crop

- Indicate the value the crop was sold for on line **(C1)**
- If applicable, report crop and/or hail insurance compensation received on line **(C2)**

## Expenses

- List expenses paid on Form 2. Fill in the total on line **(E)**. Please retain receipts.

## In-Kind Donations (Non-monetary)

- Our ability to issue tax receipts for the value of goods and services donated to the growing project is strictly governed by Canada Revenue Agency rules.
- In the following table, we've tried to outline some of the basic products, services, etc. that may be donated to your project and have identified these donations as either eligible for a charitable tax receipt or ineligible.
- List any in-kind donations on Form 3 **AND attach copies of invoices if the donor is needing a tax receipt. Invoices must state the supplier's full name and address, a**

**description of what was donated, the quantity, price per unit and the date and value of donation.** Please also write “donation” on the invoice.

- Record the total value of in-kind donations on line **(I)** on the financial report.

As a general rule, any donation you can **touch, feel, or store** is eligible for a charitable tax receipt.

ELIGIBLE	INELIGIBLE
<b>Donated inputs</b> -- e.g. seed, fertilizer, herbicide, fuel, meals.	<b>Donated services</b> -- e.g. planting, trucking, combining, donated labour, field work (see below for conditions).
<b>Monetary donations</b> -- made by individuals, businesses, or organizations.	<b>Free will offerings</b> -- for which records of individual names and amounts contributed are not available (e.g. passing-of-the-hat type contributions).
<b>Gifts donated to auction sales</b> -- receipt is issued in the name of the donor for the estimated fair market value of the item donated, not the value it was sold for. <b>*Certain conditions apply</b>	<b>Proceeds from auction sales and purchases made at auction sales.</b> <b>*Certain conditions apply</b>
	<b>Insurance, Land Rent &amp; Taxes</b> -- see below for conditions.
	<b>Supplier Discounts</b> -- see below for conditions.
	<b>Capital Items</b>

**Donated Services:** For donated services to be considered eligible, an exchange of cheques must take place. For instance, if the provider of the service submits an invoice to your growing project (i.e. 10 hours combining at \$10 per hour = \$100), and is paid for the service by cheque from your project’s bank account, and then chooses to donate the funds back to your growing project, the donor would then write a cheque to the project. The monetary donation is now eligible to receive a tax receipt and the donor needs to include the payment in their income.

**Land Rent:** The same concept holds true for land rent. Example: the land owner issues you an invoice; you pay the invoice from your growing project’s bank account; the land owner then has the option of donating the funds back to your project (CRA requires an actual cheque exchange). As a monetary donation, it is now eligible for a tax receipt.

**Supplier Discounts:** Often local businesses extend support to growing projects either by providing free services or inputs, or applying discounts to purchases the project makes. Discounts are not considered eligible for receipting. An alternative is to have the invoice made out for the full value of a commodity, and label a specific quantity as a gift. Perhaps a 10% discount is normally given; this may be the same value as 1 metric tonne of fertilizer. Have the invoice reflect 1 metric tonne of fertilizer as a donation to have a charitable tax receipt issued.

**Special Consideration:** Businesses, corporations and certain individuals may choose not to receive a receipt for income tax purposes when donating to projects. There are certain tax benefits available to organizations and corporations through “promotional” giving that may be more advantageous than charitable donation receipts. Canadian Foodgrains Bank will gladly send supporters making this choice a letter of appreciation. Request for a letter should be noted on Form 2.

**Member Account Designation**

- Please select the member(s) you would like the funds raised to be allocated to.

**Submission Deadline**

**Please submit the form by November 30<sup>th</sup> to:**

Canadian Foodgrains Bank  
 Attn: Stephanie Ball  
 Box 767  
 Winnipeg, MB R3C 2L4

REGIONAL REPRESENTATIVES		
<b>British Columbia</b>	Stephanie Ball (supporter coordinator)	(204) 926-4227
<b>Alberta</b>	Ary Vreeken	(403) 690-2965
<b>Saskatchewan</b>	Rick & Jacquie Block	(306) 222-8977
<b>Manitoba &amp; Northwestern ON</b>	Gordon Janzen	(204) 478-1530
<b>Ontario &amp; Quebec</b>	Henry Reinders	(519) 373-2769
<b>Nova Scotia</b>	Ian MacHattie & Brenda Leenders	(902) 897-8145
<b>New Brunswick</b>	Brian McCullum	(506) 432-0552
<b>Prince Edward Island</b>	Kent Myers	(902) 218-4621