

GIFT CARDS/CERTIFICATES

Background

The procedure that follows will provide guidelines for Gift Cards and Gift Certificates for employees and non-employees based on the specific rules from the Canada Revenue Agency.

All planned purchases of gift cards/certificates require pre-approval from your supervisor.

Procedure

1. Employees:

1.1 Gift cards/certificates given to employees are treated as cash and are therefore deemed a taxable benefit to the employee.

1.2 Therefore, gift cards/certificates are generally not permitted to be given to employees.

1.3 For more information, see <http://www.cra-arc.gc.ca/gifts/>

2. Non-employees

2.1. Volunteers can receive gift cards/certificates up to \$500 in a year with no tax consequences.

2.2. Guest speakers can receive gift cards/certificates up to \$500 in a year with no tax consequences.

2.3. It is the responsibility of the school to track the amount/value of gift reward being given during the taxation year.

3. Reimbursement for Purchasing Gift Cards and Gift Certificates

3.1 When submitting a claim to the Accounts Payable department for reimbursement of costs for gift cards and gift certificates, the following information is required on the claim:

3.1.1. All disbursements of gift cards and gift certificates are to be recorded and itemized and the nature of the work performed needs to be identified.

3.1.2. For non-employee recipients, including volunteers, list the names and addresses of each recipient as well as the nature of the work/service being recognized (i.e. helping with hot dog day)

3.1.3 For guest speakers, the amount, the name of the recipient and the nature of the work/service being recognized (i.e. safety presentation for Grade 2 class)

3.1.4 The Board is not able to reimburse the expenditures unless all of the information is provided, as the Board may be subject to an audit by CRA.

Adopted: May XX, 2019
Revised: