



Hamilton Conference

The United Church of Canada

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MEMO

To: Church Treasurer
Finance Committee Chair
Trustee Board Chair
Church Administrators

Re: Update Information Affecting Registered Charities

Each congregation is a registered charity and needs to be aware of important changes to the law affecting registered charities so they can implement them.

Three items are enclosed:

1. A multi-page document outlining changes (cream)
2. **OF PARTICULAR NOTE FOR YEAR-END RECEIPTS: OFFICIAL CHANGES**
There is a requirement to have specific information on your Official Donation Receipt (see page 8 of attached document). Sample Receipt #1 is the year end receipt you will need to review to see if your church receipt includes all these requirements.
(white)
3. Sample donation receipts and terms and definitions (pink) – a four-page document showing 4 sample receipts for cash gifts and non-cash gifts and including terms and definitions used on receipts.

If you want further information, contact is as follows:

Website: <http://www.cra-arc.gc.ca/tax/charities/pubs/receipts-e.html>

Phone: 1-800-267-2384