



Edmonton & Area Land Trust

Financial Segregation of Duties (Donation) Policy

1. Background

As a registered charity in Canada, the Edmonton and Area Land Trust (EALT) is well aware of the need to uphold high standards of accountability and transparency. Our financial affairs will be conducted in a responsible manner, consistent with our ethical obligations of stewardship and all applicable law. Our reputation in the community is our most important asset, and maintaining strong and open relations with our supporters is a top priority. Thus we have developed a segregation of duties policy to deal with donations submitted by mail or in person.

2. Electronic Donations

Electronic donations will be received by Imagine Canada, a registered Canadian charity third party, which transfers the funds electronically to the EALT bank account, and issues receipts.

3. Direct Donations

Cheques Received in the mail or dropped off to Edmonton Community Foundation (ECF) are handled in the following way:

- 1) Cheque is to be written in a log book by the ECF receptionist
Details to be logged are:
 - Date
 - Name on Cheque
 - Cheque Number
 - Amount
 - Receptionist will sign each log
- 2) Cheque is to be photocopied, the photocopy to be date stamped, and initialed by the date stamp
- 3) Cheque and copy will be placed in EALT mail slot
- 4) Book Keeper will collect the donations and deposit them
- 5) Book Keeper will record donations into EALT accounting system

- 6) Book Keeper will create a tax receipt and attached a copy of the photocopied cheque and place in the EALT Treasurer's ECF mail box
- 7) Treasurer is to initial the amount on the photocopied cheque once they have checked the amount against the amount the receipt is for
- 8) Treasurer will sign the tax receipt
- 9) Book Keeper will collect tax receipts from treasurer and make a copy of the signed receipt, attached the signed photocopy of the cheque and place in the donation binder
- 10) Book Keeper will mail out tax receipt to recipient