

City of Melfort Policy Manual

<i>POLICY TITLE:</i> <i>Tax Receipt Policy</i>	<i>POLICY NUMBER:</i> <i>1.45</i>	<i>EFFECTIVE DATE:</i> <i>February 13, 2006</i>
<i>ORIGIN:</i> <i>Finance Department</i>	<i>ADOPTED BY COUNCIL ON:</i> <i>February 13, 2006</i>	<i>DATE AMENDED:</i> <i>April 2, 2007</i> <i>July 16, 2007</i>

PURPOSE

To allow the public an opportunity to make monetary or other donations to groups or organizations that are financially supported by the City of Melfort.

DEFINITION

“City” – refers to the City of Melfort.

“Groups/Organizations” – include, but are not limited to:

- Kipabiskau Regional Park
- Melfort & District Museum
- Melfort & District Regional Park
- Melfort Chamber of Commerce
- Melfort Golf & Country Club
- Melfort Mustangs Jr. Hockey
- Melfort Public Library
- St. Brieux Regional Park
- Struthers Lake Regional Park
- Wapiti Valley Regional Park

POLICY

If a request is made by a group or organization that is not listed above, the decision of the City Manager and City Treasurer as to whether or not to include the other group or organization shall be final, subject to the approval of City Council.

PROCEDURE

The City of Melfort will issue tax receipts on a quarterly basis. All donations are to be made directly to the group or organization; however, cheques are to be made payable to the “City of Melfort”. The City will then receipt the donations and reissue a cheque payable to the organization.