

# **CENTRAL ONTARIO SERVICE CENTRE**

## **CENTRAL ESCARPMENT COUNCIL GREATER TORONTO COUNCIL SHINING WATERS COUNCIL**

### ***Procedures on Charitable Tax Receipts***

**Scouts Canada, Central Ontario Service Centre  
Registered Charitable Tax Receipt Number is 10776-1694-RR0059**

The Central Ontario Service Centre will provide charitable tax receipts for all three councils with a minimum donation of \$20.00.

#### **DONATIONS PROVIDED FOR SPECIFIC GROUPS:**

- The Donor will forward their cheque and a letter addressed to:  
Scouts Canada, Central Ontario Service Centre  
10 Kodiak Crescent  
Unit 120  
Toronto, ON M3J 3G5
- The Donor letter should confirm where they wish the donation to be made. Please be sure to include the Scout Group's name or the Scout Fund they wish their donation to be directed. Also, if the donor wishes to remain anonymous, this information should also be included in the letter.
- The Central Ontario Service Centre will prepare a charitable tax receipt and a thank you letter to the Donor with a copy of the letter forwarded to the Group receiving the donation.
- The Central Ontario Service Centre will deposit the funds and within 30 days provide a cheque to the Group receiving the funds.

**NOTE:** Charitable Tax Receipts are processed monthly based on the calendar year. We ask that donations be received no later than December 31<sup>st</sup> if the donor wishes to receive their tax receipt credit in that calendar year (postmark dates are used for verification). All copies of tax receipts and letters are held at the Central Ontario Service Centre.

**GIFT-IN-KINDS:** Please call the Central Ontario Service Centre at 416-490-6364 ext. 246 or e-mail [jenaustin@scouts.ca](mailto:jenaustin@scouts.ca) to confirm if the gift qualifies for a charitable tax receipt and the process that must be followed.