
Appraisals and Receipting of Capital Donations to NBCC

1.0 PURPOSE

These guidelines are intended to address any questions pertaining to how receipting and appraisals are dealt with by New Brunswick Community College (NBCC)'s Finance Department as per Canada Revenue Agency guidelines.

They are to be referred to in any situation where a donation is accepted by NBCC, and either requiring a receipt or added to the inventory of NBCC's assets.

2.0 IMPLEMENTATION

2.1 Appraisals

All donations of capital property to NBCC valued at over \$100 shall require an appraisal. An acceptable appraisal is deemed to determine the estimated appraised value of equipment based on fair market value and condition at the time of donation.

2.2 Donations valued between \$100 and \$1000

An appraisal of fair market value (**Appraisal of Non-Cash Donations to NBCC**) is given to the property and signed off by an individual who is *competent and qualified to evaluate the particular property being transferred by way of a gift. This can include an instructor, academic chair and/or regional operations manager.

2.3 Donations valued over \$1000

An appraisal is required from *someone who is not associated with either the donor or the organization receiving the gift (a third party).

* taken directly from CRA's policy on fair market value (appraisal)

NOTE: The [appraisal form](#) has been provided for use when required. The appraiser can attach quotes/estimates to this if necessary.

2.4 Donations valued over \$10,000

All donations in excess of \$10,000 MUST be accompanied by a third-party independent appraisal. These assets are capitalized by the College and are required for NBCC to comply with auditor requirements. The [appraisal form](#) here can be used or the appraiser may supply their own version of an appraisal as long as it contains the appraisers contact information, details of the item(s) donated and appraisers signature.

2.5 Receipting Guidelines (value between \$100 and \$1000)

NBCC's Finance department will issue a receipt for any item valued between \$100 and \$1000 as follows:

1. The donation has been accepted in consultation with the necessary departments.
2. An appraisal of fair market value (**Appraisal of Non-Cash Donations to NBCC**) is given to the property and signed off by an individual who is *competent and qualified to evaluate the particular property being transferred by way of a gift. This can include an instructor, academic chair and/or regional operations manager.
3. A request for receipt along with the required appraisal information is forwarded to Advancement.
4. Advancement will provide the information to NBCC's Finance Department.
5. NBCC's Finance Department will issue a receipt within 30 days and notify Advancement once the receipt has been issued.

2.6 Receipting Guidelines (value over \$1000)

NBCC's Finance department will issue a receipt for any item valued over \$1000 as follows:

1. The donation is accepted in consultation with the necessary departments.
2. **An appraisal is required from *someone who is not associated with either the donor or the organization receiving the gift (a third party).**
3. A request for receipt along with the required appraisal information is forwarded to Advancement.
4. Advancement will provide the information to NBCC's Finance Department.
5. NBCC's Finance Department will issue a receipt within 30 days and notify Advancement once the receipt has been issued.

* taken directly from CRA's policy on fair market value (appraisal)

3.0 OTHER RELATED DOCUMENTS

Appraisal of Non-Cash Donations to NBCC (3000.5127)