

Appendix D
Gift Advantage Calculation Template

Event Name: _____

Event Organizer: _____

Please complete this gift advantage calculation and have it approved by the KGH Foundation before communicating any promise of tax receipts to attendees/participants. Upon completion of the event, submit a revised form reflecting the actual final event expenses.

Advantages should be calculated based on the fair market value of each item (i.e. what one would expect to pay for it under regular circumstances). For most events, this can be derived from your expenses. For example, if you're paying \$3500 for dinner expenses and have 100 attendees, a \$35 per person advantage is appropriate.

Copies of all invoices must be retained and available upon request.

		Example	Your Event
A	Registration Fee (per person)	\$150	
B	Advantage Calculation (per person)		
	Green Fee & Cart Rental	\$50	
	Meals	\$35	
	Alcohol	\$10	
	Prizes	\$5	
	Complimentary Items	\$0	
C	Total Value of Advantages (total all items in section B)	\$100	
D	Eligible Amount of Gift (A – C = D)	\$50	
E	<i>Intention to make a gift threshold test* (C / A * 100 = E)</i>	66%	

**When the total value of advantages for a gift is more than 80% of the gift itself, CRA generally considers that there is no true intention to make a gift therefore we cannot issue a receipt.*

If you have any questions at all, please don't hesitate to contact us. We're here to help!

KGH Foundation Signature

Event Organizer Signature

Date

Date