



DESIGNATED / RESTRICTED GIFTS POLICY

Policy Type: Administrative
Applies To: All MRCS staff, board members, donors, and volunteers involved in fundraising and gift administration
Approved By: Lead Principal / Board of Directors
Policy Reviewed: every 2 years
Adopted: 2019
Revisions: 2025

PURPOSE

Maple Ridge Christian School (MRCS) encourages donors to give undesignated and unrestricted gifts to allow flexibility in directing funds where the need is greatest. However, MRCS recognizes the importance of designated or restricted gifts that align with the mission, strategic priorities, and approved initiatives of the school.

This policy ensures all designated gifts are accepted, managed, and utilized responsibly, transparently, and in accordance with donor intent, while allowing MRCS discretion in cases where a project is completed, redefined, or no longer feasible.

DEFINITIONS

Designated or Restricted Gift:

A financial contribution in which the donor specifies that the funds are to be used for a particular program, project, or purpose approved by MRCS.

Undesignated or Unrestricted Gift:

A financial contribution made without a specific designation, allowing MRCS to allocate the funds to the areas of greatest need.

PROCEDURES

1. **Approval of Designated Gifts**



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- All designated gifts must align with the mission, vision, and strategic priorities of MRCS.
 - Designations must be for approved projects or programs, typically outside the annual operating budget (e.g., capital projects, scholarships, or specific initiatives).
 - The Board of Directors, or its designate, must approve all designated giving opportunities before funds are solicited or accepted.
- 2. Acceptance of Gifts**
- All gifts must comply with MRCS fundraising and financial policies.
 - Donors must be informed at the time of giving that MRCS reserves the right to redirect funds if:
 - a) the need for the designated purpose has been met,
 - b) the project is no longer viable or approved, or
 - c) circumstances change such that the intended purpose cannot be fulfilled.
- 3. Disclosure and Transparency**
- A clear statement referencing this policy will be displayed where donations are solicited or collected (e.g., online giving forms, donation receipts).
 - MRCS will provide acknowledgement and receipts in accordance with Canada Revenue Agency (CRA) charitable giving regulations.
- 4. Use and Reallocation of Funds**
- Funds will be used as restricted toward the approved project or purpose.
 - Any remaining or unspent funds, when a project is complete or discontinued, may be redirected by MRCS toward another similar or priority purpose, at the discretion of MRCS leadership and Board of Directors.
- 5. Financial Stewardship and Recordkeeping**
- The Director of Finance will ensure accurate tracking, reporting, and stewardship of all designated gifts.



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- Annual financial statements will reflect restricted and unrestricted funds in compliance with accounting standards and CRA requirements.
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RESPONSIBILITIES

- **Board of Directors:** Approves designated giving opportunities and ensures compliance with CRA and fiduciary standards.
 - **Lead Principal:** Oversees the implementation of this policy and ensures designated funds align with the mission and priorities of MRCS.
 - **Director of Finance:** Maintains accurate accounting and reporting of designated and unrestricted gifts.
 - **Director of Development:** Communicates with donors, ensures proper acknowledgement, and monitors project completion and donor reporting.
 - **All Staff and Volunteers:** Adhere to this policy when promoting, accepting, or managing designated gifts.
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REFERENCES

- MRCS Fundraising Policy
- MRCS Finance Policies
- Canada Revenue Agency – Charitable Giving Guidelines