

**CENTRAL ONTARIO ADMINISTRATIVE CENTRE  
CENTRAL ESCARPMENT COUNCIL  
GREATER TORONTO COUNCIL  
SHINING WATERS COUNCIL**

***Procedures on Charitable Tax Receipts***

**Our Registered Charitable tax receipt number is 10776-1694-RR0059**

The Central Ontario Administrative 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 Administrative Centre,  
265 Yorkland Blvd, 2<sup>nd</sup> Floor  
Toronto, Ontario M2J 5C7  
Attention: Chuck McIlravey, Financial Director
- The Donor letter should confirm where they wish the donation to be made. Please be sure to advise them to include the Group's name or the Scout Fund they wish their donation directed.
- The Central Ontario Administrative Centre will prepare a 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 Administrative Centre will deposit the funds and within 30 to 40 days provide a cheque to the Group receiving the funds.

**NOTE:** 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 Administrative Centre.

**ALL GIFTS IN KIND:** Please call the Central Ontario Administrative Centre, Chuck McIlravey, Financial Director, 416-490-6364 Ext. 239 to confirm if the gift qualifies for a tax receipt and the process that must be followed.