

ACCEPTANCE, HANDLING AND USE OF TARGETED FUNDS

TLC's policy and practice for the handling of donations that are provided for specific, defined purposes is as follows:

- a) all information about the donation is recorded in our management database
- b) the funds are then deposited into TLC's general bank account (unless we are specifically required to do otherwise as a condition of the donation)
- c) the funds are managed collectively along with other TLC funds, according to our priorities and needs, while ensuring that the funds will be available when required for the purpose for which they were given.

If TLC is unable to complete the project for which specific funds were donated (or pledged) to us, the following steps will be taken:

- a) if the donation has not yet been received by TLC, it will not be accepted and, where feasible, we will discuss other options with the donor;
- b) if the donation has been received, but a tax receipt has not yet been issued, we will contact the donor and discuss options to either return the donation or use it for another project
- c) if the donation has been received and a tax receipt has been issued, it cannot (by law) be returned, so
 - i) for donations of \$100 or greater, we will contact the donor and discuss options to use the as-yet unspent portion for another project.
 - ii) for donations of less than \$100, we will re-direct the as-yet unspent portion to another project of similar character.

Policy approved: January 17, 2010
Senior Management Team