Purpose:

Sport Manitoba and the Special Olympics Manitoba Board of Directors require an annual audit of the Special Olympics Manitoba financial records. In an attempt to assure regional accountability to Special Olympics Manitoba, the Regional Treasurer is responsible for ensuring the completion and submission of the necessary forms (appendix). Any questions regarding these forms can be directed to the Special Olympics Manitoba office.

Canada Revenue Agency Policy on Tax Receipts

In order for a non-profit organization to issue a tax receipt to an individual or a group for money they donated the organization must be registered with the Charities Directorate of the Canada Revenue Agency (CRA).

Special Olympics Manitoba is at 4th Floor, 200 Main Street, Winnipeg, Manitoba, R3C 4M2, is incorporated and is registered with the Charities Directorate of the Canada Revenue Agency, and as such, is the only authorized Special Olympics body in Manitoba allowed to issue tax receipts.

From this point forward in Special Olympics Manitoba, if a tax receipt is required, the following steps must be taken with respect to any monies donated to or in the name of Special Olympics Manitoba; or Special Olympics:

- The Region forwards all cheques, money orders or cash donated to the Region to the Special Olympics Manitoba office at 200 Main Street, Winnipeg, Manitoba R3C 4M2; and
- Upon receipt of the cheques, money orders, or cash, Special Olympics Manitoba will deposit the money in the general account of Special Olympics Manitoba and then:
    - reissue a cheque to the region in the amount donated;
    - issue a tax receipt to the donor(s); and
    - issue a thank-you letter to donor unless otherwise directed by the Region. (The Region may wish to send thank you letter instead of SOM office.)

This is the most efficient manner for the CRA and SOM auditors to gain the necessary financial figures they require.

N.B. No tax receipts may be issued by a Regional Leadership Team.