

In-Kind Policy

These guidelines provide an overview of eligible and non-eligible in-kind contributions suitable for inclusion in budgets and financial reporting to Arts Nova Scotia.

General Guidelines:

- In-kind contributions may be in the form of goods or services.
- All in-kind revenue must have a corresponding in-kind expenditure so that budgets are revenue neutral for these contributions.
- In-kind goods and services revenue must be included in your organization's financial statements. In-kind contributions of goods and services are recognized at fair market value. "Fair Market Value" is usually the highest dollar value you can get for goods or services in an open and unrestricted market, between a willing buyer and a willing seller who are acting independently of each other. Organizations are responsible for ensuring that the reported fair-market value for all items involving an in-kind contribution is reasonable.
- Arts NS recommends that you keep a file that annually documents in-kind contributions of goods and services so that they can be included in your financial statements

In-kind contributions of services by professionals in their professional capacity may include contributions by board members for work they do outside of normal board of directors' responsibilities if it is work that would otherwise be contracted as a paid service.

Eligible expenses include, but are not limited to:

- Professional and technical services and contracts such as communications professionals, consultants, lawyers, etc. This may be a board member if they are fulfilling a role outside of their board of directors' duty. Travel and subsistence costs: reasonable out-of-pocket expenses; use of air miles points to pay for travel; conference travel and expenses if the conference relates directly to the organization's work.
- Equipment, materials and supplies: donated used equipment, material and supplies at fair market value; donated new equipment, materials and supplies; loaned equipment, material and supplies based on rental equivalent.
- Software, new technologies and databases: cost of purchasing licenses if not already provided, development costs of new technologies, access to unique databases, costs of collecting and archiving data when this is professionally managed, and the information is critical to the organization's work.
- Dissemination: preparation of materials for audiences; organization of workshops, seminars, meetings, etc. that relate directly to the organization's

mandate; implementation of promotional strategies, etc.

- Use of facilities: donated space for which a fee is usually charged, if this is not part of a service generally provided to a volunteer or professional by their employer.
- Partnership contributions: clearly outlined and documented partnership contributions with a partner who may be an organization or an individual

Ineligible expenses include, but are not limited to:

- Volunteer hours from volunteers who are not working in their professional capacity.
- Core staff salaries.

For further clarification contact the program officer.