

## LESSON FIVE: OTHER DEVELOPMENTAL ACTIVITIES

### Post Office Box

You will need to open a post office box in a central location for all your communications. This ensures consistency if there is a change in leadership during the development of the pregnancy care centre. It also communicates to others that the pregnancy care centre is not the work of one family or church group. It protects the privacy of steering committee members by not needing to give a home address. The post office box provides an effective way to receive contributions by mail.



### Email

An email account devoted to the developing pregnancy care centre is also beneficial. It provides a way to send e-transfer donations and allows correspondence to be sent from a dedicated email that is separate from the founders' private email accounts. There are many free email servers available. Gmail is a popular, easy to use option. Set the email up.

### Donations

You can begin accepting donations from individuals as soon as you are sure that you are moving forward with the development of a pregnancy care centre. Note: You will not be able to provide charitable receipts until you become a registered charity with Canada Revenue Agency (CRA.) Module Five - Finances and Location and Module Six- Legal Considerations and Charitable Status will provide more details. Many donors who believe in the vision for a pregnancy care centre in your area will be happy to invest in the early stages of development without a receipt.





You are not able to receive donations from charitable organizations such as churches until you become a registered charity. The church still plays an important role in promoting the development of the centre and connecting you will people who are able to give financial support.

As much as possible, encourage donations to be in the form of a cheque or e-transfer. Cash can be accepted as well but does not leave a paper trail and there is a slight risk of error in counting and in rare cases, dishonesty and theft. At the outset, you want to ensure your organization is operating above reproach, so the policy to have two individuals count cash donations is wise.

### **Bank Account**

You will need a chequing account for the developing centre. You will not finalize the name of your pregnancy care centre until you have a board of directors and become incorporated. Most financial institutions will allow you to open a bank account with a temporary name such as “ABC Town Pregnancy Care Centre”. When you become incorporated, you will either change the name on this account, or transfer the funds to the new account in the official name under which you incorporated, and then close the first account.

The steering committee will decide upon signing authorities and the bank will have you fill out the required paperwork. The bank may require a copy of the steering committee meeting minutes when you voted upon who the signing authorities will be, so be sure to record this in the minutes. Putting all the financial donations you receive directly into a bank account builds credibility and ensures you are operating above reproach from the outset.

As soon as you begin accepting donations you need to keep accurate financial records of money coming in and going out. During the steering committee phase an excel sheet will be sufficient.



## Start-up Costs

It is the responsibility of the steering committee to determine the start-up costs of the centre. As you are raising funds, and communicating what your financial needs are, it is important to have a general sense of what it will cost to start a pregnancy centre in your community. As you progress in the development you will have more clarity on what things will cost exactly, but this initial estimate is valuable to you and your supporters.



# LESSON FIVE REFLECTION

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