



- C4** Did the charity carry on programs, directly or indirectly, **outside** Canada? ..... **2100**  Yes  No  
 If yes, were any carried out:
- by employees or volunteers of the charity? ..... **2110**  Yes  No
  - under agency agreement, contract, joint-venture, or similar arrangements? ..... **2120**  Yes  No
  - through gifts to qualified donees? ..... **2130**  Yes  No
  - by other means? ..... **2140**  Yes  No

**C5** For programs the charity managed directly, outside of Canada, list the countries or regions where programs were carried on. Do **not** include countries or regions where programs were managed by a qualified donee.


- C6** Did the charity issue scholarships, bursaries, awards, prizes, or honoraria to an individual during the fiscal period? ..... **2300**  Yes  No

- C7** A charity may pursue political activities that are non-partisan, related to its charitable purposes, and limited in extent. During the fiscal period, did the charity carry out political activities or provide assistance to another organization to carry out political activities? (See the guide for information on political activities.) ..... **2400**  Yes  No

- C8** If the charity carried on fundraising activities, check all fundraising methods that it used during the fiscal period.
- |  |   |   |
|--|---|---|
| <b>2500</b> <input type="checkbox"/> Advertisements/posters/flyers/radio or TV commercials | <b>2560</b> <input type="checkbox"/> Fundraising dinners/galas/concerts           | <b>2620</b> <input type="checkbox"/> Telephone solicitations          |
| <b>2510</b> <input type="checkbox"/> Auctions  | <b>2570</b> <input type="checkbox"/> Fundraising sales (e.g., cookies, chocolate) | <b>2630</b> <input type="checkbox"/> Tournaments/sporting events      |
| <b>2520</b> <input type="checkbox"/> Bingo/casino nights                                   | <b>2580</b> <input type="checkbox"/> Mail campaigns                               | <b>2640</b> <input type="checkbox"/> Walk-a-thons/bike-a-thons (etc.) |
| <b>2530</b> <input type="checkbox"/> Collection plates/boxes                               | <b>2590</b> <input type="checkbox"/> Planned-giving programs                      | <b>2650</b> <input type="checkbox"/> Other                            |
| <b>2540</b> <input type="checkbox"/> Door-to-door solicitation                             | <b>2600</b> <input type="checkbox"/> Targeted corporate donations/sponsorships    | <b>2660</b> Specify: _____  |
| <b>2550</b> <input type="checkbox"/> Draws/lotteries                                       | <b>2610</b> <input type="checkbox"/> Targeted contacts                            |   |

- C9** Did the charity use incentive-based compensation (e.g., bonuses, commissions, finder's fees, honoraria) for fundraisers? ..... **2700**  Yes  No  
 If yes, were these incentives paid to:
- contracted fundraisers? ..... **2710**  Yes  No
  - staff or volunteers? ..... **2720**  Yes  No

- C10** Did the charity charge fees for, or otherwise receive regular revenue from goods, services, or the use of the charity's assets? ... **2800**  Yes  No

- C11** Did the charity make gifts to qualified donees? ..... **2900**  Yes  No  
 If yes, you **must** attach a list with the name of each qualified donee and its location, BN/registration number, the total amount of the gift for the fiscal period, the amount, if any, of specified gifts, and whether or not it is an associated charity. List the qualified donees in the order of the **total** amount of the gifts made, starting with the largest. Use the worksheet included in the guide or a sheet with the same information in the same format and attach it to this return.

- C12** If the charity received non-cash gifts (gifts in kind) for which it issued tax receipts, check all the types of gifts that apply.
- |  |   |  |
|--|---|--|
| <b>3000</b> <input type="checkbox"/> Artwork/wine/jewellery  | <b>3040</b> <input type="checkbox"/> Cultural property                                  | <b>3080</b> <input type="checkbox"/> Publicly-traded securities/mutual funds |
| <b>3010</b> <input type="checkbox"/> Building materials      | <b>3050</b> <input type="checkbox"/> Ecological property                                | <b>3090</b> <input type="checkbox"/> Privately-held securities               |
| <b>3020</b> <input type="checkbox"/> Clothing/furniture/food | <b>3060</b> <input type="checkbox"/> Machinery/equipment (including computers/software) | <b>3100</b> <input type="checkbox"/> Other                                   |
| <b>3030</b> <input type="checkbox"/> Vehicles                | <b>3070</b> <input type="checkbox"/> Hedge funds/life insurance policies                | <b>3110</b> Specify: _____   |

**Section D – Compensation**

**Note:** Compensation includes **all** forms of remuneration (e.g., salaries, fees, and honoraria) and benefits (e.g., personal use of a car or office space).

- D1** On average, how many permanent, full-time, compensated positions did the charity have in the fiscal period? ..... **3600**
- D2** For the five highest compensated positions indicate the **number** of positions in each of the following **annual** compensation categories. Include only those positions that are **permanent, full-time positions**.
- 3700**  \$1–\$39,999    **3710**  \$40,000–\$79,999    **3720**  \$80,000–\$119,999    **3730**  \$120,000 and over
- D3** On average, how many part-time or part-year employees did the charity employ in the fiscal period? ..... **3800**
- D4** What was the total expenditure on compensation for part-time or part-year employees in the fiscal period? ..... **3850** \$  .00
- D5** Did the charity compensate any of its directors/trustees or like officials, during the fiscal period? ..... **3900**  Yes  No
- D6** Except for compensation, did the charity, directly or indirectly, transfer any part of its income or assets to individuals or organizations not at arm's length to the charity? ..... **3950**  Yes  No

**Section E – Financial Information**

- E1** Please attach a copy of the charity's financial statements to this return. 4000  Attached
- E2** May we make the attached financial statements available to the public? 4010  Yes  No
- E3** Was the financial information reported below prepared on an accrual or cash basis? 4020  Accrual  Cash

**E4** Please show figures to the nearest **single dollar**. Do not show cents. See the guide for an explanation of the terms.

<b>Assets</b>		<b>Liabilities</b>	
Cash, bank accounts, and short-term investments	4100 .00	Accounts payable and accrued liabilities	4300 .00
Amounts receivable from <b>non-arm's</b> length parties	4110 .00	Deferred revenue	4310 .00
Amounts receivable from all others	4120 .00	Amounts owing to <b>non-arm's</b> length parties	4320 .00
Investments in <b>non-arm's</b> length parties	4130 .00	Other liabilities	4330 .00
Long-term investments	4140 .00	<b>Total liabilities (add lines 4300 to 4330)</b>	<b>4350 .00</b>
Inventories	4150 .00		
Capital assets	4160 .00	Amount included in lines 4150, 4160, and 4170 not used in charitable programs	4250 .00
Other assets	4170 .00		
<b>Total assets (add lines 4100 to 4170)</b>	<b>4200 .00</b>		

**E5** Please show figures to the nearest **single dollar**. Do not show cents. See the guide for an explanation of the terms.

<b>Revenue</b>	
Total tax-receipted gifts	4500 .00
Total gifts received from other registered charities	4510 .00
Total specified gifts included in line 4510	4520 .00
Total other gifts	4530 .00
Revenue from federal government	4540 .00
Revenue from provincial/territorial governments	4550 .00
Revenue from municipal/regional governments	4560 .00
Total revenue from government (add lines 4540, 4550, and 4560)	4570 .00
Interest and investment income	4580 .00
Proceeds from disposition of assets gross	4590 .00
Proceeds from disposition of assets net	4600 .00
Rental income (land and buildings)	4610 .00
Memberships, dues, and association fees (non tax-receipted)	4620 .00
Total revenue from fundraising	4630 .00
Total revenue from sale of goods and services (except to government)	4640 .00
Other revenue	4650 .00
<b>Total revenue (add lines 4500, 4510, 4530, 4570, 4580, and 4600 to 4650)</b>	<b>4700 .00</b>
<b>Expenditures (Enter all expenditures, whether or not on charitable programs)</b>	
Advertising and promotion	4800 .00
Travel and vehicle	4810 .00
Interest and bank charges	4820 .00
Licences, memberships, and dues	4830 .00
Office supplies and expenses	4840 .00
Occupancy costs	4850 .00
Professional and consulting fees	4860 .00
Education and training for staff and volunteers	4870 .00
Salaries, wages, benefits, and honoraria	4880 .00
Donated and purchased supplies and assets expensed for the fiscal period	4890 .00
Amortization of capitalized assets	4900 .00
Research grants and scholarships as part of charitable programs	4910 .00
Other expenditures	4920 .00
<b>Total expenditures before gifts to qualified donees (add lines 4800 to 4920)</b>	<b>4950 .00</b>
Total charitable programs expenditures included in line 4950	5000 .00
Total management and administration expenditures included in line 4950	5010 .00
Total fundraising expenditures included in line 4950	5020 .00
Total political activity expenditures included in line 4950	5030 .00
Total other activity expenditures included in line 4950	5040 .00
Total gifts to qualified donees	5050 .00
<b>Total expenditures (add lines 4950 and 5050)</b>	<b>5100 .00</b>

We will calculate your disbursement quota based on the information you provide on this return.  
If you want to do your own calculation, see the disbursement quota worksheet in the guide.

## Section F – Other Required Information

<b>F1</b>	What were the total expenditures on programs <b>outside</b> Canada during the fiscal period, excluding gifts to qualified donees? . . . .	<b>5400</b>	\$	.00
<b>F2</b>	If the charity retained contracted fundraiser(s), enter:			
	a. the gross revenues collected by the fundraiser(s) on behalf of the charity . . . . .	<b>5450</b>	\$	.00
	b. the amounts paid to and/or retained by the fundraiser(s) . . . . .	<b>5460</b>	\$	.00
	c. the net fundraising revenue received by the charity (line 5450 minus line 5460) . . . . .	<b>5470</b>	\$	.00
<b>F3</b>	If the charity has written permission to accumulate property, enter:			
	• the amount accumulated for the fiscal period, including income earned for the fiscal period on previously accumulated funds . . .	<b>5500</b>	\$	.00
	• the amount disbursed for the fiscal period for the specified purpose we have granted permission for . . . . .	<b>5510</b>	\$	.00
	• the amount deemed to be a tax-receipted gift for the fiscal period ( <b>See the guide</b> ) . . . . .	<b>5520</b>	\$	.00
<b>F4</b>	Of the tax-receipted gifts received by the charity for the fiscal period, enter:			
	• the total amount of tax-receipted non-cash gifts (gifts in kind) . . . . .	<b>5600</b>	\$	.00
	• the total amount of tax-receipted tuition fees . . . . .	<b>5610</b>	\$	.00
	• the total amount of tax-receipted ten-year gifts . . . . .	<b>5620</b>	\$	.00
	• the total amount of tax-receipted bequests . . . . .	<b>5630</b>	\$	.00
<b>F5</b>	If the charity received ten-year gifts or bequests in a previous fiscal period and used them to reduce its disbursement quota, enter the amount, if any, spent in the fiscal period. ( <b>See the guide.</b> ) . . . . .	<b>5700</b>	\$	.00
<b>F6</b>	If the charity is taking a special reduction, which we have pre-approved, to its disbursement quota, enter the special reduction amount for the fiscal period. ( <b>See the guide.</b> ) . . . . .	<b>5750</b>	\$	.00
<b>F7</b>	Did the charity acquire a non-qualifying security or allow a donor to use any of the charity's property under the circumstances described in the guide during the fiscal period? ( <b>See the guide</b> ) . . . . .	<b>5800</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section G – For Foundations Only

**Note:** See the guide for an explanation of the terms and requirements of this section.

<b>G1</b>	In the fiscal period, did the foundation acquire control of a share-capital or for-profit corporation? . . . . .	<b>6000</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>G2</b>	Indicate the average value of investment property <b>not</b> used for charitable programs or administration during:			
	• the 24 months before the <b>beginning</b> of the fiscal period . . . . .	<b>6050</b>	\$	.00
	• the 24 months before the <b>end</b> of the fiscal period . . . . .	<b>6060</b>	\$	.00
<b>G3</b>	Did the foundation incur debts at any time during the fiscal period other than for current operating expenses, in purchasing or selling investments, or in administering charitable programs? . . . . .	<b>6100</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>G4</b>	<b>For private foundations only:</b> At any time during the fiscal period, did the foundation hold any shares, rights to acquire such shares, or debts owing to it that meet the definition of a non-qualified investment? . . . . .	<b>6150</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section H – Certification

**H1** *To be completed by a director/trustee or like official of the charity. It is a serious offence under the **Income Tax Act** to provide false or deceptive information.*

I certify that the information given on this form, the basic information sheet, and any attachments is, to the best of my knowledge, correct, complete, and current.

Name (please print) \_\_\_\_\_ Position in charity \_\_\_\_\_

Signature \_\_\_\_\_ Date signed \_\_\_\_\_

## Section I – Confidential Data

**I1** Physical location (address) of the charity (*Do not use rural route or post office box numbers.*)

Number, street, apt. no., or lot and concession no. \_\_\_\_\_

City \_\_\_\_\_

Province or territory and postal code \_\_\_\_\_ Postal code: \_\_\_\_\_

**I2** Location of the charity's books and records

Number, street, apt. no., or lot and concession no. \_\_\_\_\_

City \_\_\_\_\_

Province or territory and postal code \_\_\_\_\_ Postal code: \_\_\_\_\_

**I3** Name and address of the person who completed this return

Name \_\_\_\_\_

Firm name (if applicable) \_\_\_\_\_

Number, street, apt. no., R.R. no., or P.O. box no. \_\_\_\_\_

City \_\_\_\_\_

Province or territory and postal code \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_