

Diocese of Prince George

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To: PARISH/SCHOOL/MISSION

From: Lynn Monteith

Date: 11/12/2010

Re: CHARITY RETURNS FOR 2009-2010

Pages: 3

Each year we do the reporting to the Canada Revenue Agency (CRA), for your Charitable Organization.

Their form requires a copy of the financial statements, income and balance sheet, for each charity to be sent with it. If there are missions or schools attached to the parish then they must also complete and submit statements. I will combine them into one statement.

As well, there are a number of questions that must be answered that pertain just to your operations. Included in this fax is the questionnaire that must be completed by each part of your charity that produces a separate financial statement. That means that each school, mission and parish must complete the questionnaire.

The charity returns must be submitted to the government before the end of December. If the charity fails to file its annual return within the prescribed period, its registration may be revoked for failure to file. Charities that have had their registration revoked for failure to file and then apply for re-registration are now subject to a \$500 non-filing penalty. This penalty must be paid before the Canada Revenue Agency will review an application for re-registration.

Please fax as soon as possible the completed questionnaire along with your income statement and balance sheet if you have not sent them in.

**REGISTER CHARITY INFORMATION RETURN
FOR THE FISCAL YEAR 2009-2010**

PARISH/SCHOOL/MISSION: _____

Location: _____

Please provide detail where requested. All questions reference **the fiscal period July 01, 2009 to June 30, 2010.**

C11 Did the charity make gifts or transfer funds to qualified donees? Yes _____ No _____

If yes, list **all** qualified donees in the order of the total amount of the gifts made, starting with the largest.

Name of organization	Location: City & Province	BN/registration #	Amount of gift(s)

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? Yes _____ No _____

If yes:

1. What were total expenditures on activities/programs/projects carried on outside Canada during the fiscal period, excluding gifts to qualified donees? \$ _____

2. What countries did the charity itself carry out programs or provide any resources.

5. Were any programs carried on outside Canada carried out by employees? Yes _____ No _____

6. Were any programs carried on outside Canada carried out by volunteers of the charity? Yes _____ No _____

C5 Did the charity carry on any political activities during the fiscal year? Yes _____ No _____

If yes, enter the total amount spent by the charity \$ _____

C6 If the charity carried on fundraising activities, check all fundraising methods that it used during the fiscal period.

- Advertisements/posters/flyers/radio or TV commercials
- Auctions
- Bingo/casino nights
- Collection plates/boxes (not Sunday collections)
- Door-to-door solicitation
- Draws/lotteries
- Fundraising dinners/galas/concerts
- Fundraising sales (ie cookies, chocolate)
- Internet
- Mail campaigns
- Planned-giving programs
- Targeted corporate donations/sponsorships
- Targeted contacts
- Telephone solicitations
- Tournaments/sporting events
- Cause-related marketing
- Other - Specify _____

C11 If the charity received non-cash gifts (gifts in kind) for which it issued tax receipts, please list the types of gifts.

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? 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? 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? (ie goods - store, supplies; services - shelter, catering, education, counseling; use of assets - meetings, dances) Yes _____ No _____

C14 Did the charity issue any of its tax receipts for donations on behalf of another organization? Yes _____ No _____

Schedule 3

- 1 On average, how many permanent, full-time, compensated positions did the charity have in the fiscal period? _____
- 2 For the ten highest compensated, permanent, full-time positions enter the number within each of the following annual compensation categories.
- | | |
|-------|------------------|
| _____ | \$1-39,999 |
| _____ | \$40,000-79,000 |
| _____ | \$80,000-119,000 |
- 3 On average, how many part-time or part-year employees did the charity employ in the fiscal period? _____

Schedule 6

- 4500 Total tax-receipted gifts, if not identified on financial statements \$ _____
- 5610 For all tax-receipted gifts received during the fiscal period please provide:
- | | |
|---|----------|
| Total eligible amount of tax-receipted tuition fees | \$ _____ |
|---|----------|
- 4510 Total gifts received from other registered charities \$ _____
- 4540 Total revenue received from federal government \$ _____
- 4550 Total revenue received from provincial/territorial governments \$ _____
- 4580 Total interest and investment income received or earned \$ _____