

Richmond Hill Mobility Accessibility Charitable Foundation

Audited Financial Statements

December 31, 2017

SUMMARY

Independent Auditor's Report	2
Balance Sheet	3
Statement of Funding Activities & Net Asset Balance	4
Statement of Cash flows	5
Notes to Financial Statements	6-11

SANDRA L FAWCETT
CHARTERED PROFESSIONAL ACCOUNTANT
Independent Auditor's Report

**To the Board of Directors of
Richmond Hill Mobility Accessibility Charitable Foundation**

I have audited the accompanying financial statements of Richmond Hill Mobility Accessibility Charitable Foundation, which comprise the balance sheet as at December 31, 2017, and the statements of funding activities and net asset balance, and changes in cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the entity derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Organization. I was unable to determine whether any adjustments might be necessary to donations revenue, fundraising activities revenue, excess (deficiency) of revenue over expenditures and net assets (deficiency).

Qualified Opinion

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Richmond Hill Mobility Accessibility Charitable Foundation as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Richmond Hill, Ontario
August 8, 2018



Chartered Professional Accountant, LPA

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION**BALANCE SHEET****AS AT DECEMBER 31, 2017**

(With comparative figures as at December 31, 2016)

(AUDITED – See Audited Report dated August 8, 2017)

	2017	2016
ASSETS		
CURRENT ASSETS		
Cash (Note 1)	\$ 38,194	\$ 37,503
Accounts receivable	3,477	3,239
HST receivable	<u>3,292</u>	<u>2,780</u>
	<u>\$ 44,963</u>	<u>\$ 43,522</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 12,703	\$ 4,286
Deferred contributions (Note 2)	<u>36,352</u>	<u>36,352</u>
	<u>49,055</u>	<u>40,638</u>
NET ASSETS		
Net Assets restricted for special projects	-	3,239
Unrestricted net assets	<u>(4,092)</u>	<u>(355)</u>
	<u>(4,092)</u>	<u>2,884</u>
	<u>\$ 44,963</u>	<u>\$ 43,522</u>

Approved By Director:



The accompanying notes are an integral part of these financial statements.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION
STATEMENT OF FUNDING ACTIVITIES AND NET ASSET BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2017
(With comparative figures for the year ended December 31, 2016)

(AUDITED – See Audited Report dated August 8, 2017)

	BINGO FUNDING	Town of Richmond Hill	General	2017	2016
REVENUE					
Bingo proceeds	\$ 47,479	\$ -	\$ -	\$ 47,479	\$ 42,453
Projects (grants)	-	50,000	-	50,000	39,345
	<u>47,479</u>	<u>50,000</u>	<u>-</u>	<u>97,479</u>	<u>81,968</u>
EXPENSES					
Administrative expenses	8,378	13,315	6,213	27,906	21,776
Professional fees	3,500	-	-	3,500	3,500
General expenses	3,977	4,307	763	9,047	1,834
	<u>15,855</u>	<u>17,622</u>	<u>6,976</u>	<u>40,453</u>	<u>27,110</u>
Excess of revenue over expenses	31,624	32,378	(6,976)	57,026	54,858
Projects funded					
Other COGS	31,624	32,378	-	64,002	67,611
Total projects funded	<u>31,624</u>	<u>32,378</u>	<u>-</u>	<u>64,002</u>	<u>67,611</u>
Excess (deficiency) of revenue over expenditures	-	-	(6,976)	(6,976)	(12,753)
Net Assets , beginning of the year	-	-	2,884	2,884	15,637
Transfer between funds	\$ -	\$ -	\$ -	\$ -	-
Net Assets, end of the year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,092)</u>	<u>\$ (4,092)</u>	<u>\$ 2,884</u>

The accompanying notes are an integral part of these financial statements.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION**STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED DECEMBER 31, 2017

(With comparative figures for the year ended December 31, 2016)

(AUDITED – See Audited Report dated August 8, 2018)

	2017	2016
Cash provided by (used in)		
Operating activities		
Excess (deficiency) of revenue over expenditures	\$ (6,976)	\$ (12,753)
NET FUNDING ACTIVITIES	<u>(33,477)</u>	<u>(14,357)</u>
	(40,453)	(27,110)
CHANGES IN WORKING CAPITAL BALANCES		
(Increase) decrease in accounts receivable	(238)	1,362
Increase (decrease) in accounts payable	8,417	(9)
Increase (decrease) in deferred contribution	0	13,789
(Increase) decrease in HST receivable	<u>(512)</u>	<u>(511)</u>
	7,667	14,631
	(32,786)	(12,479)
FUNDING ACTIVITIES		
Projects funded	<u>(64,002)</u>	<u>(67,611)</u>
	(64,002)	(67,611)
FINANCING ACTIVITIES		
Income from bingo-net	47,479	42,623
Proceeds from Town Grant	<u>50,000</u>	<u>39,345</u>
	97,479	81,968
Increase (decrease) in cash	691	1,878
Cash, beginning of year	<u>37,503</u>	<u>35,625</u>
Cash, end of year	<u>\$ 38,194</u>	<u>\$ 37,503</u>
Externally Restricted Funds	\$ 38,194	\$ 36,352
Unrestricted General Funds	<u>-</u>	<u>1,151</u>
	<u>\$ 38,194</u>	<u>\$ 37,503</u>

The accompanying notes are an integral part of these financial statements.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

(AUDITED – See Audited Report dated August 8, 2018)

ORGANIZATION AND OPERATION

The Foundation was formed to ensure that the Town of Richmond Hill will be more accessible and barrier free to the disabled community. Its purpose is to obtain funding for various projects that facilitate greater mobility and to provide transportation services to the disabled.

The Foundation was formerly registered with Canada Customs and Revenue Agency as a charitable foundation on April 30, 1999. As such the foundation qualifies for tax-exempt status as a registered charity under paragraph 149 (1) (f) of the Income Tax Act. The charity operates in the private sector as opposed to the government not for profit sector.

BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFP). ASNFP requires entities to select policies appropriate for their circumstances from policies provided in these standards. The significant accounting policies selected by the Organization and applied in these financial statements are summarized below. Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP. The statements are prepared and reported in Canadian dollars.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

USE OF ESTIMATES

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and the reported amounts of revenues and expenses for the periods covered. Significant areas requiring the use of management estimates relate to the determination of the following: unspent contributions and fair values. Actual results may differ from those estimates.

REVENUE RECOGNITION

The Foundation follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Revenue from fundraising events is recognized when the event takes place. All other contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expense recoveries, included in other income, are recognized in accordance with amounts set out in agreements, as they come due and collection is reasonably assured.

The work of the Organization is supported by donated gifts in kind. If their fair value can be reasonably estimated, these amounts are recorded as revenue and expensed in these financial statements at their fair value at the date of contribution.

ACCRUAL BASIS OF ACCOUNTING

These financial statements have been prepared using the accrual method of accounting whereby all revenues the organization is entitled to, and all expenses incurred relating to the current fiscal year, are recorded in the accounts for the current fiscal period.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

(AUDITED – See Audited Report dated August 8, 2018)

FUNDS

For financial reporting purposes, the foundation maintains three funds to process all organization activities.

(a) General Fund:

The purpose of the Operating Fund is to record the day-to-day operations of the organization including the receipt and use of donations and legacies with no external restrictions.

(b) Lottery Fund:

The lottery fund reports the receipt of bingo pooling funds and disbursements therefrom.

(c) Special Purpose Funds:

On occasion the organization receives donations for specific expenditures. Thus, on occasion, a fund is opened until all of the expenditures have been disbursed.

CONTRIBUTED SERVICES

Volunteers contribute volunteer hours during the current fiscal year. Because of the difficulty of determining their fair market value, contributed services are not recognized in the financial statements.

DISCLOSURE OF ALLOCATED EXPENSES BY NOT FOR PROFIT ORGANIZATIONS

Section 4470 establishes disclosure standards for not-for-profit organizations that choose to classify their expenses by function and allocate expenses from one function to another. The Foundation complies with this standard, with no significant impact on their results of operations or financial position.

The allocation of fund raising expenses may be based on a number of factors, including time, usage, number of persons or space, depending upon the category of expense.

The allocation of general support expenses is reasonable and applied on a consistent basis.

Expenditures

Certain expenditures common to each program are allowed to the various programs based on management's best estimate of the services provided or expenses incurred by the programs.

Income Taxes

Richmond Hill Mobility Foundation is a not-for-profit charitable organization registered under section 149.1 of the Canadian Income Tax Act, and as such, is exempt from income taxes and is able to issue donation receipts for income tax purposes.

Financial Instruments

The Foundation initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

(AUDITED – See Audited Report dated August 8, 2018)

The Foundation subsequently measures all financial assets and financial liabilities, including derivatives at fair value, except for loans and receivables, investments held-to-maturity and other financial liabilities, which are measured at amortized cost.

The Foundation's financial assets and liabilities are generally classified and measured as follows:

Asset/Liability	Category	Measurement
Cash	Held for Trading	Fair Value
Accounts Receivable	Loans and Receivable	Amortized cost
HST Receivable	Loans and Receivable	Amortized cost
Accounts Payable and accrued liabilities	Other liabilities	Amortized cost
Deferred Contributions	Other liabilities	Amortized cost

CAPITAL DISCLOSURES

The Foundation considers its capital to be amounts, if any, accumulated in net assets. The Foundation's objective when managing capital is to ensure that sufficient funds are maintained to fund projects for the disabled community in the Town of Richmond Hill and to maintain overheads. Deficiencies from operations are normally funded from annual contributions in future periods.

There have been no significant changes to the Foundation's capital management objectives, policies and processes in the year nor has there been any change in what the Foundation considers to be its capital.

1. CASH AND CASH EQUIVALENTS

	2017	2016
Externally restricted cash	\$ 38,194	\$ 36,182
Unrestricted cash	-	1,321
	<u>\$38,194</u>	<u>\$37,503</u>

Cash is comprised as follows:

Both restricted and unrestricted cash balances consists of cash on hand and amounts held at Canadian financial institutions. Restricted cash balances are balances externally restricted for use to fulfill grant obligations or for designated expenditures allowed from lottery accounts.

2. DEFERRED CONTRIBUTIONS

Deferred contributions represent unspent externally restricted funding that has been received and relates to expenditures of a subsequent year. During the year, the Foundation received payments from grant funding and bingo fundraising events that will not be expended until the next fiscal year. At year end \$ 36,352 (2016 - \$36,352) is reported as deferred contributions.

Deferred contributions includes a difference of \$ 33,539 in approved and not spent expenditures under the Town of Richmond Hill grant of \$ 50,000 from 2016. It was known that the funds would not be paid out in the current fiscal year. Since it was a part of the Town Grant totaling \$50,000 the Organization was to seek permission to spend the money on assisted devices. To date this permission has not been received and the amount of \$ 33,539 remains as part of the deferred contributions on the balance sheet totaling \$36,352.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

(AUDITED – See Audited Report dated August 8, 2018)

Changes in the contributions deferred to a future period are as follows:

	2017	2016
Deferred contributions, opening balance	\$ 36,352	\$ 22,563
Town Grant received in the year	50,000	50,000
Town Grant recognized as revenue in the year	(50,000)	(39,345)
	<u>-</u>	<u>10,655</u>
Bingo funds received in the year	47,479	47,162
Bingo funds recognized as revenue in year	(47,479)	(44,028)
	<u>-</u>	<u>3,134</u>
Deferred contributions, closing balance	<u>\$ 36,352</u>	<u>\$ 36,352</u>

3. RELATED PARTY TRANSACTIONS

The Foundation paid an administrative fee plus program assistance approved under the terms of the grant from the Town of Richmond Hill to a related charity. The amount paid for 2017 is \$ 000 (2016 - \$16,461).

Amounts due to related parties are unsecured, non-interest bearing and repayment is anticipated during the current year.

All related party transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties and the approximate fair value.

4. FAIR VALUE OF FINANCIAL INSTRUMENTS

The fair values of short term financial assets and liabilities, including cash, accounts receivable, HST receivable, accounts payable & accruals and deferred contributions as presented in the balance sheet approximate their carrying amounts due to the short period to maturity of these financial instruments.

RICHMOND HILL MOBILITY ACCESSIBILITY CHARITABLE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

(AUDITED – See Audited Report dated August 8, 2018)

	2017		2016	
	Carrying Value	Fair Value	Carrying Value	Fair Value
Financial Assets				
Held for Trading				
Cash	\$ 38,194	\$ 38,194	\$ 37,503	\$ 37,503
Loans and receivables				
Accounts receivable	\$ 3,477	\$ 3,477	\$ 3,239	\$ 3,239
HST receivable	3,292	3,292	2,780	2,780
Financial Liabilities				
Accounts payable and accrued liabilities	\$ 12,703	\$ 12,703	\$ 4,286	\$ 4,286
Deferred contributions	36,352	36,352	36,352	36,352

5. COMMITMENTS

In 2017, the Foundation received funding from The Town of Richmond Hill in the amount of \$ 50,000 in order to provide funding for three areas defined as administrative costs, supply of assisted devices, and recreation program for the organization. The funds were fully expended in the year.

6. FINANCIAL RISKS

Credit Risk

The Foundation is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The Foundation does not obtain collateral or other security to support the accounts receivable subject to credit risk but mitigates this risk by dealing only with what management believes to be financially sound counterparties and, accordingly, does not anticipate significant loss for non-performance.

Liquidity risk

Liquidity risk is the risk that the Foundation will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Foundation manages its liquidity risk by monitoring its operating requirements. The Foundation prepares a budget to ensure it has sufficient funds to fulfill its obligations.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices, whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation has minimal exposure to market risk.

Sandra L Fawcett, CPA, CA

PO Box 2046
12764 Yonge Street
Richmond Hill, ON L4E 1A3
(905) 773-0024
sandra@sandrafawcett.ca

Richmond Hill Mobility Accessibility Charitable Foundation
120 Newkirk Rd Unit 11
Richmond Hill, ON L4C 9S7

August 22, 2018

Dear Barry Munro,

We have prepared the registered charity income tax return for Richmond Hill Mobility Accessibility Charitable Foundation for the fiscal period ending on December 31, 2017. Enclosed are two copies of the T3010 return for your review.

After reviewing and signing the filing copy of the return (the one with the barcode page), please send it copy to the Canada Revenue Agency (CRA) in the enclosed pre-addressed envelope, on or before June 30, 2018. The other copy is for your records.

Your signature is required on the following forms before filing with the CRA:

Section E of the T3010 return

If you have any questions about your tax return, please call me at (905) 773-0024 or email sandra@sandrafawcett.ca.

Sincerely,

Sandra Fawcett, CPA, CA
Sandra L Fawcett, CPA, CA

Canada Revenue
AgencyAgence du revenu
du Canada

Place bar code label here

Registered Charity Information Return

Protected B when completed

Section A: Identification

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

If you did not receive a barcode label to attach to the return, complete the following:

1. Charity name:

Richmond Hill Mobility Accessibility Charitable Foundation

2. Return for fiscal period ending:

3. BN/Registration number:

4. Web address (if applicable)

 Year Month Day
 2 0 1 7 1 2 3 1

871002671RR0001

A1 Was the charity in a subordinate position to a parent organization?

1510

Yes

☒ No

If yes, give the name and BN/registration number of the organization

Name:

BN (if applicable)

R

A2 Has the charity wound-up, dissolved, or terminated operations?

1570

Yes

☒ No

A3 Is the charity designated as a public foundation or private foundation?

1600

Yes

☒ No

If yes, you must complete Schedule 1, Foundations. To confirm the charity's designation, go to the CRA's List of charities and refer to the charity's detail page.

Section B: Directors/trustees and like officials

B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the public information section of the worksheet is available to the public. Charities subject to the Ontario Corporations Act must also complete Form RC232-WS, Director/Officer Worksheet and Ontario Corporations Information Act Annual Return.

Section C: Programs and general information

C1 Was the charity active during the fiscal period?

1800

☒ Yes☐ No

If no, explain why in the "Ongoing programs" space below at C2.

C2 In the space below, describe all **ongoing** and **new** charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs:

Purchase of mobility equipment for disabled individuals; Program to upgrade commercial establishments for disabled accessibility;

Working with municipality to encourage disabled participation in the community

New programs:

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? **2000** Yes ☒ No

If yes, you must complete Form T1236, Qualified Donees Worksheet/Amounts Provided to Other Organizations

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? **2100** Yes ☒ No

If yes, you must complete Schedule 2, Activities outside Canada.

C5 Political Activities

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

(a) Did the charity carry on any political activities during the fiscal period, including making gifts to qualified donees that were intended for political activities? **2400** Yes ☒ No

If yes, you must complete Schedule 7, Political Activities, Tables 1 and 2.

(b) Total amount spent by the charity on these political activities **5030**

(c) Of the amount at line 5030, the total amount of gifts made to

qualified donees **5031**

(d) Total amount received from outside Canada that was directed to be spent on political activities **5032**

If you entered an amount on line 5032 you must complete Schedule 7, Political Activities, Table 3.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

2500 Advertisements/print/radio/ TV commercials

2570 Sales

2620 Telephone/TV solicitations

2510 Auctions

2575 Internet

2630 Tournament/sporting events

2530 Collection plate/boxes

2580 Mail campaigns

2640 Cause-related marketing

2540 Door-to-door solicitation

2590 Planned-giving programs

2650 ☒ Other

2550 Draws/lotteries

2600 Targeted corporate donations/ sponsorships

2660 Specify: Bingo/Municipal gra

2560 Fundraising dinners/galas/concerts

2610 Targeted contacts

C7 Did the charity pay external fundraisers? **2700** Yes ☒ No

If yes, you must complete the following lines, and complete Schedule 4, Confidential Data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity **5450**

(b) Enter the amounts paid to and/or retained by the fundraisers **5460**

(c) Select the method of payment to the fundraiser:

2730 Commissions

2750 Finder's fee

2770 Honoraria

2740 Bonuses

2760 Set fee for services

2780 Other

2790 Specify: _____

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** Yes ☒ No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** Yes ☒ No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** Yes ☒ No

If yes, you must complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following: **3900** Yes ☒ No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property

If yes, you must complete Schedule 4, Confidential Data, Table 2, for each donation of \$10,000 or more.

- C11** Did the charity receive any gifts in kind (non-cash gifts) for which it issued tax receipts? **4000** Yes ☒ No
If yes, you must complete Schedule 5, Gifts in kind.
- C12** Did the charity acquire a non-qualifying security? **5800** Yes ☒ No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** Yes ☒ No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** Yes ☒ No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? **5830** Yes ☒ No

Section D: Financial Information

Fill out either section D or Schedule 6, Detailed Financial Information

Skip this section if any of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
(b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
(c) The charity has permission to accumulate funds during this fiscal period

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

- D1** Was the financial information reported below prepared on an accrual or cash basis? **4020** ☒ Accrual ☐ Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

- Did the charity own land and/or buildings? **4050** Yes ☒ No
Total assets (including land and buildings) **4200** 40,694
Total Liabilities **4350** 38,470
Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** Yes ☒ No

D3 Revenue:

- Did the charity issue tax receipts for gifts? **4490** Yes ☒ No
If yes, enter the total eligible amount of all gifts for which the charity issued tax receipts **4500**
Total amount of 10 year gifts received **4505**
Total amount received from other registered charities **4510**
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) **4530**
Did the charity receive any revenue from any level of government in Canada? **4565** ☒ Yes ☐ No
If yes, total amount received **4570** 50,000

Total tax-receipted revenue from all sources outside of Canada (government and non-government) **4571**Total non tax-receipted revenue from all sources outside of Canada (government and non-government) enter the total eligible amount of all gifts for which the charity issued tax receipts **4575**

- Total non tax-receipted revenue from fundraising **4630**
Total revenue from sale of goods and services (except to any level of government in Canada) **4640** 47,479
Other revenue not already included in the amounts above **4650**
Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650) **4700** 97,479

D4 Expenditures:

- Professional and consulting fees **4860** 3,500
Travel and vehicle expenses **4810**
All other expenditures not already included in the amounts above (excluding gifts to qualified donees) **4920** 100,955
Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920) **4950** 104,455
Of the amount at line 4950:
(a) Total expenditures on charitable activities **5000** 97,479
(b) Total expenditures on management and administration **5010** 6,976
Total amount of gifts made to all qualified donees **5050**
Total expenditures (add lines 4950 and 5050) **5100** 104,455

Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf 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 annual return, the basic information sheet, and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Andrea Lewis		Signature
Position in charity: Administrative Contact	Date:	Telephone number: () -

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	120 Newkirk Rd Unit 11	120 Newkirk Rd Unit 11
City	Richmond Hill	Richmond Hill
Province or territory	ON	ON
Postal code	L4C9S7	L4C9S7

F2 Name and address of individual who completed this return.

Name: Sandra Fawcett		
Company name (if applicable) Sandra L Fawcett, CPA, CA		
Complete street address: 12764 Yonge Street PO Box 2046		
City Richmond Hill	Province ON	Postal Code L4E 1A3
Telephone number: (905) 773-0024		

Is this the same individual who certified in Section E? ☐ Yes ☒ No

Privacy Statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number is collected under section 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

☐ I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules;
- Form TF725, Registered Charity Basic Information Sheet;
- a copy of the charity's financial statements;
- Form T1235, Directors/Trustees and Like Officials Worksheet;
- Form RC232-WS, Director/Officer Worksheet and Ontario Corporations Information Act Annual Return, or Form RC232, Ontario Corporations Information Act Annual Return (if applicable);
- Form T1236, Qualified Donees Worksheet/Amounts Provided to Other Organizations (if applicable); and
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable).

If financial statements are not included, the charity's **registration may be revoked**.

Foundations

Schedule 1

- 1 Did the foundation acquire control of a corporation? **100** Yes ___ No ___
- 2 Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? **110** Yes ___ No ___
- For private foundations only:**
- 3 Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? **120** Yes ___ No ___
- 4 Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? **130** Yes ___ No ___
- If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet.

Activities outside Canada

Schedule 2

For more information go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying out activities outside Canada.

- 1 Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees **200** _____ 0
- 2 Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? **210** Yes ___ No ___

If yes, provide details of the amounts reported in Question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization

Enter the country code where the activities were carried out (see list at the end of Schedule 2)

Amount (\$) Show amounts to the nearest Canadian dollar

- 3 Using the list below, enter the country code where the charity itself carried on programs or devoted any of its resources

- 4 Were any projects undertaken outside Canada funded by Global Affairs Canada **220** Yes ___ No ___
- If yes, what was the total amount the charity spent under this arrangement? **230** _____

- 5 Were any of the charity's activities outside of Canada carried out by employees of the charity? **240** Yes ___ No ___

- 6 Were any of the charity's activities outside of Canada carried out by volunteers of the charity? **250** Yes ___ No ___

- 7 Did the charity export goods as part of its charitable activities? **260** Yes ___ No ___
- If yes, list the items exported, their value (in Canadian dollars), their destination and the country code.

Item exported

Value (CAN \$)

Destination (city/region)

Country code

Country Codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

QS-Other countries in Africa
QR-Other countries in Asia and Oceania
QM-Other countries in Central and South America
QP-Other countries in Europe
QO-Other countries in the Middle East
QN-Other countries in North America

Compensation

Schedule 3

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes, use numbers.

305 <input type="checkbox"/> \$1 – \$39,999	310 <input type="checkbox"/> \$40,000 – \$79,999	315 <input type="checkbox"/> \$80,000 – \$119,999
320 <input type="checkbox"/> \$120,000 – \$159,999	325 <input type="checkbox"/> \$160,000 – \$199,999	330 <input type="checkbox"/> \$200,000 – \$249,999
335 <input type="checkbox"/> \$250,000 – \$299,999	340 <input type="checkbox"/> \$300,000 – \$349,999	345 <input type="checkbox"/> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380**

3 Total expenditure on all compensation in the fiscal period **390**

Confidential data

Schedule 4

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about fundraisers

Enter the name(s) and arm's length status of each external fundraiser

Name (confidential)

At arm's length? Yes/No
(confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property

Enter the name of each donor and the value of the gift in the chart below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)

Value (CAN \$)

Organization

Government

Individual

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--	--------------------------	--------------------------	--------------------------

Gifts in kind

Schedule 5

1 Select all types of gifts in kind received for which a tax receipt was issued:

500 <input type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input type="checkbox"/> Publicly traded securities/ commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input type="checkbox"/> Books
510 <input type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/ supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify:
520 <input type="checkbox"/> Cultural properties	545 <input type="checkbox"/> Machinery/equipment/ computers/software	

2 Enter the total amount of tax-receipted gifts in kind **580**

Detailed financial information

Schedule 6

Fill out this Schedule if any of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
 (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000
 (c) The charity has permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? **4020** ☐ Accrual ☐ Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments **4100** _____
 Amounts receivable from non-arm's length persons **4110** _____
 Amounts receivable from all others **4120** _____
 Investments in non-arm's length persons **4130** _____
 Long-term investments **4140** _____
 Inventories **4150** _____
 Land and buildings in Canada **4155** _____
 Other capital assets in Canada **4160** _____
 Capital assets outside Canada **4165** _____
 Accumulated amortization of capital assets **4166** _____
 Other assets **4170** _____
 10 year gifts **4180** _____
 Total assets (add lines 4100 to 4170) **4200** _____

Liabilities:

Accounts payable and accrued liabilities **4300** _____
 Deferred revenue **4310** _____
 Amounts owing to non-arm's length persons **4320** _____
 Other liabilities **4330** _____
 Total liabilities (add lines 4300 to 4330) **4350** _____
 Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities **4250** _____

Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity issued tax receipts **4500** _____
 Total eligible amount of tax-receipted tuition fees **5610** _____
 Total amount of 10 year gifts received **4505** _____
 Total amount received from other registered charities **4510** _____
 Total other gifts received for which a tax receipt was **not** issued by the charity (excluding amounts at lines 4575 and 4630) **4530** _____
 Total revenue received from federal government **4540** _____
 Total revenue received from provincial/territorial governments **4550** _____
 Total revenue received from municipal/regional governments **4560** _____
 Total tax-receipted revenue from all sources outside of Canada (government and non- government) **4571** _____
 Total **non** tax-receipted revenue from all sources outside Canada (government and non-government) **4575** _____
 Total interest and investment income received or earned **4580** _____
 Gross proceeds from disposition of assets **4590** _____
 Net proceeds from disposition of assets (show a negative amount with brackets) **4600** _____
 Gross income received from rental of land and/or buildings **4610** _____
 Total **non** tax-receipted revenues received for memberships, dues and association fees **4620** _____
 Total **non** tax-receipted revenue from fundraising **4630** _____
 Total revenue from sale of goods and services (except to any level of government in Canada) **4640** _____
 Other revenue not already included in the amounts above **4650** _____
 Specify type(s) of revenue included in the amount reported at 4650 **4655** _____
 Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650) **4700** _____

Expenditures:

Advertising and promotion	4800
Travel and vehicle expenses	4810
Interest and bank charges	4820
Licences, memberships, and dues	4830
Office supplies and expenses	4840
Occupancy costs	4850
Professional and consulting fees	4860
Education and training for staff and volunteers	4870
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880
Fair market value of all donated goods used in charitable activities	4890
Purchased supplies and assets	4891
Amortization of capitalized assets	4900
Research grants and scholarships as part of charitable activities	4910
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920

Specify type(s) of expenditures included in the amount reported at 4920 **4930**Total expenditures before gifts to qualified donees (add lines 4800 to 4920) **4950**

Of the amounts at lines 4950 and 5031 (reported at C5 Political Activities (c)):

- | | |
|--|------|
| (a) Total expenditures on charitable activities | 5000 |
| (b) Total expenditures on management and administration | 5010 |
| (c) Total expenditures on fundraising | 5020 |
| (d) Total expenditures on political activities, inside or outside Canada, from question C5 (b) | 5030 |
| (e) Total other expenditures included in line 4950 | 5040 |

Total amount of gifts made to all qualified donees **5050**Total expenditures (add lines 4950 and 5050) **5100****Other financial information****Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

- Enter the amount accumulated for the fiscal period, including income earned on accumulated funds **5500**
- Enter the amount disbursed for the fiscal period for the specified purpose **5510**

Permission to reduce disbursement quota:If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period **5750****Property not used in charitable activities:**

Enter the average value of property not used for charitable activities or administration during:

- The 24 months before the **beginning** of the fiscal period **5900**
- The 24 months before the **end** of the fiscal period **5910**

Political activities

Schedule 7

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

1 Describe the charity's political activities, including gifts to qualified donees intended for political activities, and explain how these relate to its charitable purposes

2 Identify the way the charity participated in or carried out political activities during the fiscal period

		Resources used			
		Select all the boxes that apply			
		Staff	Volunteers	Financial	Property
Media releases and advertisements	700	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences, workshops, speeches, or lectures	701	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publications (printed or electronic)	702	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rallies, demonstrations, or public meetings	703	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petitions, boycotts (calls to action)	704	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter writing campaign (printed or electronic)	705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet (Web site, social media (Twitter, YouTube))	706	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gifts to qualified donees for political activities	707	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	708	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Funding from outside of Canada for political activities

3 If the charity entered an amount on line 5032, Question 5(d) in Section C, complete the table below. Enter the political activity that the funds were intended to support, the amount received from each country outside Canada, and the corresponding country code (using the codes provided in Schedule 2). For more information on how to complete this table, see Guide T4033.

Political activity	Amount	Country Code

Canada Revenue
AgencyAgence du revenu
du Canada

Protected B when completed

Directors/Trustees and Like Officials Worksheet

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials: 8

Place bar code label here

Public information**Confidential data**

Last name: Barrow First name: David Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: P.O. Box 300
 City Richmond Hill Prov/Terr: ON Postal code: L4C4Y5
 Telephone number: 9,0,5,1-7,7,1-2,4,9,3 Date of birth (Y/M/D): 1,9,4,7,0,5,0,7

Last name: Newton First name: Bud Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: 223 Rosemar Gardens
 City Richmond Hill Prov/Terr: ON Postal code: L4C3Z8
 Telephone number: 9,0,5,1-8,8,4-0,0,8,3 Date of birth (Y/M/D): 1,9,4,0,0,4,3,0

Last name: Lepine First name: Mariane Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: 307-35 Marshall Street
 City Richmond Hill Prov/Terr: ON Postal code: L4C0A5
 Telephone number: 9,0,5,1-8,8,4-7,6,5,9 Date of birth (Y/M/D): 1,9,4,1,0,8,0,9

Last name: Fisher First name: Andrew Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: Chairman At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: 715-25 Marshall Street
 City Richmond Hill Prov/Terr: ON Postal code: L4C0A3
 Telephone number: 9,0,5,1-8,8,4-3,5,8,9 Date of birth (Y/M/D): 1,9,6,5,0,3,0,5

Last name: Munro First name: Barry Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: 601-10101 Yonge Street
 City Richmond Hill Prov/Terr: ON Postal code: L4C0V6
 Telephone number: 9,0,5,1-8,8,7-5,5,9,8 Date of birth (Y/M/D): 1,9,6,4,0,3,1,1

Last name: Steplock First name: Sandi Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: 93 Sapphire Drive
 City Richmond Hill Prov/Terr: ON Postal code: L4S2E6
 Telephone number: 9,0,5,1-7,8,0-5,7,0,5 Date of birth (Y/M/D): 1,9,7,1,0,7,2,9

Last name: Chin First name: Crystal Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name: 50 Silver Liden Drive
 City Richmond Hill Prov/Terr: ON Postal code: L4B3S7
 Telephone number: 9,0,5,1-7,6,2-9,0,6,3 Date of birth (Y/M/D): 1,9,8,8,0,8,2,1

Last name: McLean First name: Brian Initial:
 Term ▶ Start date (Y/M/D): 2,0,1,6,0,1,0,1 End date (Y/M/D):
 Position: At arm's length with other Directors? ☒ Yes ☐ No

Home address - Street number and name:
 City Richmond Hill Prov/Terr: ON Postal code: L4B3S7
 Telephone number: Date of birth (Y/M/D):

Last name: First name: Initial:
 Term ▶ Start date (Y/M/D): End date (Y/M/D):
 Position: At arm's length with other Directors? ☐ Yes ☐ No

Home address - Street number and name:
 City Prov/Terr: Postal code:
 Telephone number: Date of birth (Y/M/D):

Completing the Directors/Trustees and Like Officials Worksheet

Public information

Information from this column is available to the public.

Enter the last name, first name, and initial of the director/trustee or like official.

Term:

Start date: Enter the date the person started in the position.

End date: Enter the date the person left the position. If the person has not left the position, leave this field blank.

Position: Enter the title of the position being held. Each position is generally identified in an organization's governing documents (for example, president, treasurer, secretary). A registered charity may have other officials that have governing powers similar to those of a director or trustee. For example, a religious leader with some governing authority would be considered a like official.

At arm's length with other directors: Tick **Yes** if the person is at arm's length with all other directors/trustees or like officials.

At arm's length is a concept that describes a relationship in which two persons act independently of each other and are not related. Related persons are individuals who are related to each other by blood, marriage or common-law partnership, or adoption. It is also possible that individuals not related by a family connection, but by close business relations, may still be considered not at arm's length. For more information on arm's length, go to canada.ca/cra-forms, select Technical information, then Income Tax, see Income tax folios, select Series 1, then Folio 5 Transfer of Income, Property or Rights to Third Parties, and see Chapter 1 Related Persons Dealing at Arm's Length.

Confidential data

Information from this column will stay confidential and will not be made available to the public except in circumstances in which the release of any or all of the information is required by law or, in certain circumstances, permitted by law.

According to the *Income Tax Act*, circumstances in which the law requires or permits such information to be disclosed include a court order, warrant, or subpoena issued for a criminal proceeding under an act of Parliament or a legal proceeding relating to the administration or enforcement of the *Income Tax Act*, the *Canada Pension Plan*, the *Unemployment Insurance Act*, or the *Employment Insurance Act*, or any other act of Parliament or law of a province that allows a tax or duty to be imposed or collected.

Other circumstances in which we are required or permitted by law to disclose certain records include a request made under the authority of the *Auditor General Act*, a warrant issued by the *Canadian Security Intelligence Service Act*, and enquiries from the *Department of Finance Canada* for information to form or evaluate fiscal policy.

Home address: In the proper spaces, enter the full home address, including the street number, street name, city (which could be a town, village, or other municipality), province or territory, and postal code of each director/trustee or like official.

Telephone number: Enter the telephone number at which the person can be reached during the day.

Date of birth: Enter the person's date of birth so that the CRA is better able to identify the individuals who are responsible for managing the charity.

If the director/trustee or like official lives outside the country, enter the person's full mailing address, including the country.

T3010 Summary for Richmond Hill Mobility Accessibility Charitable Foundation**Identification**

Fiscal period ending: 2,0,1,7|1,2|3,1 Address: 120 Newkirk Rd Unit 11 Email _____
 BN/Registration number: 8,7,1|0,0,2|6,7,1 City: Richmond Hill O,N,L,4,C|9,S,7 Phone (905) 508-4000
 Website _____

Financial Information**Charitable Activities**

Compensation		Political Activity		Other Activity	
# of full time positions	<u>300</u> =	Total amount		Total amount	
# of part time positions	<u>370</u> =	political activities	<u>5030</u> =	expenditures outside CAN	<u>200</u> =
Total expenditures		qualified donees	<u>5031</u> =	CIDA projects	<u>230</u> =
part-time	<u>380</u> =	received outside CAN	<u>5032</u> =	tax-receipted gifts	<u>580</u> =
all staff	<u>390</u> =			Fundraisers	
				gross revenue collected	<u>5450</u> =
				paid to/retained by	<u>5460</u> =

Summary of Financial Information

Total assets	<u>4200</u> =	40,694	Total revenue	<u>4700</u> =	97,479
Total liabilities	<u>4350</u> =	38,470	Total expenditures	<u>5100</u> =	104,455

Notes

T3010 5 Year Summary for Richmond Hill Mobility Accessibility Charitable Foundation

Fiscal period ending: 2,0,1,7|1,2|3,1|

Fiscal period

Current Year

1st Preceding Year

2nd Preceding Year

3rd Preceding Year

4th Preceding Year

Details of charitable activities**Activity outside Canada**

Total expenditures outside Canada 200

CIDA projects 230

Compensation

Number of full-time positions 300

Number of part-time positions 370

Total expenditures for part-time staff 380

Total expenditures for all staff 390

Gifts in kind

Total amount tax-receipted gifts in kind 580

Political activities

Total amount - political activities 5030

Total amount of gifts - qualified donees 5031

Received outside CAN - political activity 5032

External fundraising

Gross revenue collected by fundraisers 5450

Amounts paid to/retained by fundraisers 5460

Summary of Financial Position

Total assets 4200 40,694 43,522 42,494 43,241

Total liabilities 4350 38,470 40,468 26,858 3,500

Total revenue 4700 97,479 81,968 68,374 76,382

Total expenditures 5100 104,455 94,421 85,372 97,341

