

WINDSOR PARK COMMUNITY LEAGUE EDMONTON

TREASURY MANUAL

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<http://www.altadel.com/windsorparkcommleague/>

Manual written by Robert Ferrari

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INTRODUCTION

This manual is intended to be a flexible working document, updated periodically with the date of update noted at the bottom of each page of the document. The manual describes the operations and function of the Treasury of the Windsor Park Community League (the League). The League is a legal entity, incorporated under the Societies Act of Alberta in 1966. The League is registered as a not-for-profit corporation with Services Alberta. The financial operation of a not for profit corporation/organization can be further understood by referring to the federal and provincial sources below:

<http://www.cra-arc.gc.ca/E/pub/tg/t4117/t4117-14e.pdf>

<https://www.servicealberta.ca/714.cfm>

The League has a relatively simple financial structure. There are few sources of income and few monthly expenses to track. A simple pencil and paper method is sufficient to track financial activities, especially since the League has been using an accounting firm for data entry and financial statements and reconciliation. This manual will describe the financial structure and activities in such a way that any novice can act as League Treasurer.

One is also referred to the League Bylaws that describe the duties of the Treasurer as follows:

The Treasurer

- a) Shall receive all monies collected on behalf of The League and issue duplicate receipts.
- b) Shall pay all bills and expenses when approved by formal motion at an Executive or General Meeting (same to be accompanied by back-up documents).
- c) Shall keep accurate records.
- d) Shall deposit funds of The League in The League's Bank Account(s).
- e) Shall present a written itemized financial report to each Executive and General Meeting.
- f) Shall arrange to have the book(s) shall be audited no later than the 30th day of June.
- g) Shall ensure that the annual Not-for-Profit League filing with Corporate Registries is done in a timely manner.
- h) Shall keep and maintain in force insurance for all assets of the League, which is to be reviewed annually.
- i) Shall keep Bonds of indemnity for Executive members with signing authority or access to monies of the League

This manual is not comprehensive and there may at times be unique and unusual financial issues. When in doubt, contact the League's accounting firm and ask questions. Our current accounting form is:

Vleeming Vleeming O'Neill LLP
305, 85 Cranford Way
Sherwood Park, Alberta
T8H 0H9
Tel: (780) 449-6143

WHAT TO EXPECT

As stated in the Introduction, the League's finances are relatively simple, especially since the majority of data entry and accounting is done by our accountant. The Treasurer should not, on average, have to commit more than 15 minutes in a given week to the Treasury. In many weeks, there will be no activity. The table below is a layout of probable activities over the course of a calendar year. The Financial year runs from April 1 of one year to March 31 of the following year. In the table below, where a month shows no activity, there is always the possibility that the Building Maintenance Officer will have done a repair and there may thus be an invoice to be paid from a professional service contractor. Details of these activities are described later in the manual but here is an example of what one could expect.

Month	Activity
January	No activity
February	No activity
March	Write 12 post-dated cheques starting April 1 for the janitor. The Building Maintenance Officer will provide you with the needed information. Write a cheque to the City of Edmonton for \$5000 for a Green Shack Program. Our Community Recreation Coordinator from the City of Edmonton will remind you about this.
April	No activity
May	Bring the accounting firm a box full of envelopes containing receipts and bank statements (for items up to and including March 31) so that the accountant can begin to prepare the annual financial report.
June	No activity
July	Receive a package of cheques from the Soccer Officer and deposit them using the Deposit Book at a bank teller.
August	No activity
September	Receive cheques from League members wishing to renew their membership. Deposit them in batches once a month using the Deposit Book at a bank teller.
October	Write out 6 post-dated cheques starting November 1 for the snow removal. The Building Maintenance Officer will provide you with the needed information. Attend the Annual General meeting and read the financial report. On the front page of the financial report, three members of the Executive with cheque-signing authority and three members of the community sign and write their names under a hand-written statement showing the date and "REVIEWED AND AUDITED BY:"
November	Pay the membership invoice for the Edmonton Federation of Community Leagues (EFCL) and pay the annual insurance invoice.
December	Be prepared to write cheques for the students who will handle rink maintenance. The Rink Maintenance Officer will provide you with information as to how the students are paid.

BANK ACCOUNTS

The League has two bank accounts, both described as business/chequing accounts, held at the Bank of Montreal (BMO). The account numbers and address of the bank branch are known to the Executive of the League and appear on cheques (of which there is one set for each account).

One account, called the Operating Bank Account, is where monies that are received from sources other than Alberta Gaming and Liquor Commission (AGLC) funding (i.e., casino fundraising). This is this bank account into which most deposits (income) are made and from which most bills/invoices are paid by cheque.

A second account is designated Casino Bank Account. This is where a deposit is made every 2 years for receipt of AGLC casino fundraising monies.

The League currently receives paper bank statements monthly for each account. There is an option to receive these statements either in paper form or to access the account statements online (but not both). Either method allows one to view cheques that the League has written and that have been cashed.

TREASURERS' DOCUMENTS

Records

The treasurer should have in his/her possession the following items:

1. A cheque book and a Deposit Book for the Operating Bank Account;
2. A cheque book and a Deposit Book for the Casino Bank Account;
3. A copy of the casino licence application from within the last 2 years;
4. A copy of the most recent casino report (see below) completed by the accounting firm;
5. Financial statements and all receipts and bank statements for the last 6 years from the end of the last tax year to which they relate. That means, for example, that if a receipt is dated October 4, 2009 (with the year-end being March 31, 2010), the receipt is kept until at least March 31, 2016; and,
6. A copy of the last 2 years of minutes of the Annual General Meeting.

Envelopes

It is best to have a bunch of envelopes, one for each possible category of expenses. The Treasurer places each receipt or invoice into the designated envelopes as they are received.

One can also keep envelopes concerning income accounts such as an envelope that pertains to community memberships, another envelope that has to do with soccer registration, another regarding grants, another regarding payments for advertising in the newsletter, et cetera. One should also have the monthly bank account statements (both accounts) available either as received on paper or printed out from online so that they can be given to the accountants each year after March 31.

By handing to the accountants the various envelopes and the bank statements each year, the accountants will be able to produce the Financial Statements. The accounts do the data entry to create an amount for each Income and Expense account.

Deposits

The Treasurer can wait until month's end if he or she wishes to go to a bank teller and make a deposit.

Deposits of cheques and cash

Monies are deposited into the Operating Bank Account by depositing cheques or cash at a bank branch teller. The record of deposit is made in a Deposit Book provided by BMO, where one can indicate the date of deposit, the name of the Payer, an abbreviated form that describes the purpose of the cheque (i.e., "M" for membership or "Ad" for advertising") and even the cheque number on the payer's cheque. For each item (each cheque and any cash) there is a line to indicate the item in the Deposit Book, then the amount of the deposit. Once monies are deposited with the bank teller, the total amount for that deposit will appear in the bank statement. The Deposit Book provides the breakdown of the total amount of the deposit.

As a backup and an additional aide, it is recommended that one place on a separate document a notation of these deposits, especially as there are few deposits occurring each year. Doing so helps in cases where the Deposit Book is not entirely legible or when one wants a detailed breakdown of the exact nature of the individual deposits that made up the whole deposit for a given day. The Deposit Book only has so much space for recording this information, and the bank statement will only give totals of the deposit, not the breakdown. The Deposit Book is kept in the Treasurer's possession, as can be a separate document (electronic or written) where deposits are recorded in a duplicate (but more detailed) fashion.

As an example, one may have four cheques for League membership (abbreviated "M"), each \$25, and one cheque for newsletter advertising (abbreviated "Ad"). There may also be a \$125 cash donation (abbreviated "Don"). If these are deposited on a single day, the notation in the Deposit Book could read:

M. Smith, cheque #53, M,	\$25
J. Jones, cheque #2, M,	\$25
Mr. Y, cheque #34, M,	\$25
Ms. Z cheque #16, M,	\$25
Business W, cheque #124,	\$65
J. Jones, Cash, Don,	\$125
TOTAL	\$290

This will appear as a \$290 deposit in the bank statement on or about the day of the physical deposit.

A separate paper notation is advisable to add a record and perhaps more detailed information, such as a full name, a particular about the deposit purpose, et cetera. There may be notes such as:

July 1, 2015

Mary Smith, cheque #53, M, \$25

Jack Jones, cheque #2, M, \$25

Mr. Lawrence Yu, cheque #34, M, \$25

Ms. Zena Warrior, cheque #16, M, \$25

Business Wall Hangings Are US, cheque #124, \$65 for a full year of advertising

Cash Donation, from Jack Jones, to be used as League sees fit, \$125

Online banking deposits

Memberships to the League can be purchased online through the Edmonton Federation of Community Leagues (EFCL) website, and these will automatically appear as \$25 deposits in the Operating Bank Account.

Deposits are generally source of income and each income source is categorized ultimately in one of several Income Accounts (See under FINANCIAL STATEMENTS).

Withdrawals and Cheques

Generally, withdrawals in the banking statement are the result of cheques written by the League, or bank transfers between accounts (which seldom occur). Each cheque must be signed by two of the League signing authorities (generally the President, the Treasurer, and the Vice President).

Cheques should be written after an invoice has been received and that invoice is a document that should be placed into one of the various Expense envelopes described above. Cheques can be given post-dated each year to the Janitor and the Snow-removal company. Communicate with the Building Maintenance Officer on this matter.

The bank statement will show withdraws that may be monthly and automatic (such as utilities identified by TELUS, DIRECT ENERGY, and EPCOR).

There are few cheques written each year, and they are generally in response to an invoice or bill received. These are further described below.

ANNUAL ACCOUNTING

After March 31 of a given year, and generally a month after this date when all bank statements have been received, the Treasurer puts all envelopes, banks statements, and any documents that may be relevant in a box and hands them to the accountant.

The accountant will produce the Financial Statements (see below) that the Treasurer will present at the Annual General Meeting in the Fall.

FINANCIAL STATEMENTS

If one views a typical Statement of Revenues and Expenditures (Income and Expenses), as shown in the Appendix, it will be noted that our financial year begins April 1 of a given year and ends March 31 of the following year. The Financial Statement is prepared by the accounting firm of Vleeming Vleeming O'Neill.

The first page of the statement lists Assets and Liabilities in a conventional accounting approach. Our assets include the total amount of cash held in the two bank accounts (Operating Bank Account and Casino Bank Account) on March 31 of the year's end. Another asset is our entitlement to recover 50% of the GST paid in expenses. That is, non-profit corporations receive half of their GST back annually. Thus, the accountants, when they are making entries for expenses, separate the GST from the expense amount and split the entry into two parts. This allows them to show a balance in an account they create to reflect GST paid out, and thus recoverable. A final asset is Property and Equipment, which reflects primarily an assumed value of the community league hall.

Liabilities include, in any given year, the bills (accounts payable) we may have yet to pay by March 31 of a given year and the amount of money in our casino fund that we have to spend within 2 years of having received it. This latter item is called deferred revenue. Some years, it will be high, around \$60,000, and other years very low (or zero) because we receive casino funds only every 2 years.

The second page of the statement is the Statement of Operations. Here the accounting firm has designated every type of income and every type of expense into a labeled account (here the word "account" does not refer to a bank account, but account is a category of income or expense). Every income and every expense can be categorized into one of these income and expense accounts, respectively. In the 12-month period from April 1 to March 31 of the subsequent year, the difference between the income and expenses is the net profit for the corporation.

Income (Revenue) Accounts

Casino

Our chief source of income is casino fundraising. Every 2 years, the League applies for a casino licence, and over a 2-day period volunteers from the League work in a casino. In exchange for their efforts, the casino pays the League an amount that they determine from the casino's average quarterly income. This amount is usually in the range of \$70,000 to \$80,000. This is paid as income to the League every 2 years. The monies are deposited into a bank account dedicated for casino funds only. The AGLC permits the League 2 years to spend the funds and to account for that spending. The accounting firm produces a final Casino report at the 2-year mark. This

report in effect starts with the figure of the casino funds earned and subtracts expenses or monies spent from that account to bring the balance to zero

Each time there is a casino licence application, the application includes a listing of the types of expenses the League wishes to consider for disbursement of casino funds. Things like fundraising, charity, scholarships and building maintenance are permitted. The list of items permitted for casino fund expenditures are found here:

http://aglc.ca/pdf/charitable_gaming/charitable_gaming_policies_handbook.pdf

As to how expenses are paid in practice, there are options. Expenses can be paid by cheques that withdraw money directly from the designated Casino Bank Account. Or expenses can be paid from the Operating Bank Account, and then at some later date money can be transferred from the Casino Bank Account to the Operating Bank Account. AGLC would prefer, however, that all transactions come from the Casino Bank Account.

Grants

There are occasions where a subcommittee of the League Executive applies for a grant and those monies, if granted, are deposited into the Operating Bank Account as a source of income.

Soccer Program

Each Spring, the Soccer Officer collects soccer registration fees from parents and guardians of soccer participants. By July of each year, the Soccer Officer will give these cheques to the League Treasurer. The cheques will be deposited and soccer registration is thus a source of income.

Membership Fees

Each Fall, community members will pay \$25 to be community members. They can pay by cheque to the League or pay online through the EFCL. These cheques (or online deposits) are thus income.

Building Rental

The League has generally had a few groups each year contact the Hall Rental Officer to rent the hall for usually \$125, and this is income.

Advertising

Each year, companies or individuals contact the Newsletter Editor and pay fees for advertising in the newsletter, the fees depending on the size of the advertisement and the number of newsletters per year in which the advertisement will appear (currently a maximum of 4 times per year).

Donations

The league does occasionally receive donations and these are also declared as income.

Expense Accounts

In most cases, expenses are paid from the Operating Bank Account.

Amortization

Our accounting indicates a capital asset (a building) and an amortization (depreciation) amount that increases each year. This is how the accounting has long been done but strictly we do not own the building. The building was constructed in 1992 with fundraising, and we have the right, through a Tripartite agreement with the EFCL and City of Edmonton, to occupy it. We pay all the operating expenses and maintenance. However, the League cannot sell the building and if the League were to ever abandon the building, it would become the property of the City of Edmonton. Despite this, accounting continues in a traditional method of assuming we have this capital asset and that we should therefore include depreciation of the capital asset as an annual expense, something the accountant calculates each year.

Soccer Program

Each year, in the Fall, soccer associations such as invoice the League for the services they provide in facilitating soccer games. The amounts often are the same as the amount of income the League receives from the Soccer Officer who collected the soccer registration fees in the Spring. There may be other expenses related to the purchase of soccer equipment, however. These are also categorized in the Soccer Program expense.

Professional Fees

These include fees paid to the accounting firm and may include consultant and legal fees.

Repairs and Maintenance

This includes the monthly salary paid to our League janitor, the fees paid for snow removal (6 cheques written as post-dated cheques beginning November 1 and ending April 1 of the following year, each in the amount of the agreed upon contract with the snow removal service), and any repairs or maintenance costs incurred during the year for the League Hall.

Invoices from professional service contractors will be paid by cheque, or the Building Maintenance Officer of the League may pay for repairs using their own funds and present to the Treasurer (preferably as a collection of receipts to reduce the number of cheques written) an account of expenses made on behalf of the League. A cheque will then be written to the Building Maintenance Officer.

Utilities

The league has two telephone lines (one for the preschool and one for the League) and internet through TELUS. There are also heating bills (DIRECT ENERGY) and water and electricity bills (EPCOR) on a monthly basis. These are automatically withdrawn from the Operating Bank Account.

Insurance

The League has an insurance policy through the company.

We have \$2,000,000 liability insurance for the Executive members and the building is insured for \$550,000 replacement value as well as for damage repairs. The combined insurance policy amount is invoiced annually and a cheque is made annually.

Membership to EFCL

Our bylaws require membership with the EFCL, and this is generally \$800 per year, paid by cheque each Fall in response to an invoice.

Green Shack Program

The City of Edmonton Community Recreation Coordinator will approach the League each year in the March concerning paying the City of Edmonton \$5000 to have a Green Shack (also called Playground) program. An invoice will be provided and the League will send a cheque in this amount to the City of Edmonton. The Green Shack will show up by July 1.

Social Programs

The Social Programs Officer may occasionally organize events and the costs associated with these events will be reimbursed by cheque to whomever paid for them on behalf of the League or companies involved in the events will provide invoices. There are usually five or fewer such events per year.

Rink Maintenance

The League hires students to maintain the ice in the winter and they are provided with cheques on a monthly basis, as directed by the Rink Maintenance Officer. The Rink Maintenance Officer can pay the hired students and then be reimbursed by a single cheque.

FORMS COMPLETION

The treasurer will be involved (in a limited way) in completing up to 2 forms in the year. If there are any questions, contact the accountants. They will assist with the completion all forms.

1. Casino report.

This is done by the accounting firm.

This happens every 2 years and it is mainly the accounting firm that does the work. They examine the Casino Bank Account and look at the casino monies that had to be spent within a 2-year period. They provide a reconciliation of that money having been spent.

2. Services Alberta Annual Return Form (See Appendix B).

Each year, the corporation must submit a form to Service Alberta indicating the names of the President, Vice President, Treasurer, and Secretary. If there is a change in these names, a copy of minutes of meeting in which the officers were newly elected (usually Annual General Meeting) should be included.

3. Registered Charity Information Return (see Appendix C).

This is done by the accounting firm, using the information from the Financial Statements.

4. Change of Directors Form (See Appendix D)

At the Annual General Meeting, every member of the Executive of the Community league is automatically resigned. Then nominations rebuild the Executive, often with the same people. If there is a change in the main directors (President, Vice President, Treasurer, Secretary), then this would require a Services Alberta Notice of Directors or Notice of Change of Director Form.

Appendix A. An example of a Financial Statement

WINDSOR PARK COMMUNITY LEAGUE, EDMONTON

Financial Statements

Year Ended March 31, 2015

(Unaudited - See Notice To Reader)

Vleeming Vleeming O'Neill LLP
Accountants

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Windsor Park Community League, Edmonton as at March 31, 2015 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Vleeming Vleeming O'Neill LLP

Vleeming Vleeming O'Neill LLP

Sherwood Park, Alberta
May 22, 2015

WINDSOR PARK COMMUNITY LEAGUE, EDMONTON

Statement of Financial Position

March 31, 2015

(Unaudited - See Notice To Reader)

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 167,292	\$ 135,773
Goods and services tax recoverable	1,269	1,199
Prepaid expenses	16,622	906
	185,183	137,878
PROPERTY AND EQUIPMENT <i>(Note 3)</i>	419,932	456,236
	\$ 605,115	\$ 594,114
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,477	\$ 2,875
Deferred revenue	79,215	-
	81,692	2,875
NET ASSETS	523,423	591,239
	\$ 605,115	\$ 594,114

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial statements

Vleeming Vleeming O'Neill LLP
Accountants

WINDSOR PARK COMMUNITY LEAGUE, EDMONTON

Statement of Revenues and Expenditures

Year Ended March 31, 2015

(Unaudited - See Notice To Reader)

	2015	2014
RECEIPTS		
Government grants	\$ 11,363	\$ 46,468
Casino	4,057	31
Membership fees	1,515	4,370
Building rent	1,038	925
Advertising	790	655
Interest	31	-
Soccer registration	-	8,612
Donations	-	2,500
	<u>18,794</u>	<u>63,561</u>
EXPENSES		
Amortization	36,304	39,528
Repairs and maintenance	22,680	9,639
Newsletter	3,945	2,894
Utilities	3,868	4,056
Professional fees	3,126	1,896
Community programs	2,477	-
Casino	2,368	-
Soccer program	2,154	8,910
Telephone	2,087	1,936
Insurance	2,051	3,363
Playground program	2,000	2,473
Rink operation	1,753	2,622
Meetings and conventions	552	389
Donations	500	-
Membership fees	325	800
Interest and bank charges	287	603
Membership drive	114	-
Office stationary and supplies	19	1,430
Social program	-	314
	<u>86,610</u>	<u>80,853</u>
DEFICIENCY OF RECEIPTS OVER EXPENSES	\$ (67,816)	\$ (17,292)

See notes to financial statements

Vleeming Vleeming O'Neill LLP

Accountants

WINDSOR PARK COMMUNITY LEAGUE, EDMONTON

Statement of Changes in Net Assets

Year Ended March 31, 2015

(Unaudited - See Notice To Reader)

	2015	2014
NET ASSETS - BEGINNING OF YEAR	\$ 591,239	\$ 608,531
Deficiency of receipts over expenses	(67,816)	(17,292)
NET ASSETS - END OF YEAR	\$ 523,423	\$ 591,239

See notes to financial statements

Vleeming Vleeming O'Neill LLP
Accountants

WINDSOR PARK COMMUNITY LEAGUE, EDMONTON

Notes to Financial Statements

Year Ended March 31, 2015

(Unaudited - See Notice To Reader)

1. DESCRIPTION OF BUSINESS

Windsor Park Community League, Edmonton (the "Society") is incorporated under the Societies Act of Alberta. The Society was established to enhance the living environment of the residents of the neighbourhood. The Society is a registered charity and is therefore exempt from taxation.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization. Property and equipment is amortized over its estimated useful life on a declining balance basis at the following rates:

Buildings	4%	declining balance method
Other capital asset #1	10%	declining balance method
Equipment	20%	declining balance method

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use. Amortization of 50% of the above rates is recorded in the year that they are placed in use.

3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2015 Net book value	2014 Net book value
Buildings	\$ 396,466	\$ 245,811	\$ 150,655	\$ 156,932
Playground	371,533	103,023	268,510	298,345
Equipment	4,017	3,250	767	959
	<u>\$ 772,016</u>	<u>\$ 352,084</u>	<u>\$ 419,932</u>	<u>\$ 456,236</u>

Vleeming Vleeming O'Neill LLP

Accountants

Appendix B. Services Alberta Annual Return Form

Acrobat Reader 6.0 or higher is required to complete, save & submit this form.

Print Form

See instructions for completion
on the back of this form.

Annual Return
Business Corporations Act

Corporate Access No. _____ For Year Ending _____
Date of Incorporation, Continuance, Amalgamation or Registration _____
YEAR MONTH DAY

1. Name of Corporation

2. Address

3. Has there been any change of directors? Yes No
4. If Yes, have Corporate Registry Records been updated? Yes No If No, attach the update to this form.

5. SHAREHOLDER INFORMATION

6. CHANGES IN SHAREHOLDERS (if applicable)

Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>	Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>		Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	
Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>	Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>		Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	
Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>	Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>		Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	
Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>	Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>		Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	
Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>	Name and Address _____ % of voting shares issued _____	<input type="checkbox"/>
Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>		Corporate Access Number _____ If a Director, check this box <input type="checkbox"/>	

7. IMPORTANT NOTICE TO CORPORATION

REG3062 (2006/09)

Telephone Number _____ Date _____
Authorized Signature (for non-profit companies only) Name and Title of Person Authorizing (please PRINT) Provide Identification (e.g. Operator's Licence) (not applicable for non-profit companies)

Reset

Save Form

Print Form

Annual Return

INSTRUCTIONS - For corporations incorporated, continued, amalgamated or registered pursuant to the Business Corporations Act.

The information contained in an Annual Return shall be up to date as of the last day of the corporation's anniversary month.

Items 2 and 3.

Unless previously filed, any changes, additions or deletions made to the following items must be submitted to an authorized service provider.

- Registered Office Address / Address for Service by Mail
- Attorney - Extra-Provincial Corporations Only
- Address of Attorney - Extra-Provincial Corporations Only
- Directors

Item 5. All corporations must answer this question. If the corporation has not filed an Annual Return previously, this item will be blank.

- List the shareholders, their addresses, and the percentage of issued voting shares each holds
- If there are more than five shareholders, list the five who hold the highest percentage of issued voting shares
- If a shareholder is a corporation, give the corporate access number of that corporation
- If the corporation is a distributing corporation and cannot give this shareholder information, indicate the name and complete mailing address of the Transfer Agent
- The percentages you give **must add up to 100%** unless you have listed only the five major shareholders
- Indicate if this shareholder is also a director

Item 6. Give any changes or corrections to the shareholder information listed in Item 5. List any new shareholders. Refer to Item 5 for required shareholder information. Indicate if this shareholder is also a director.

Extra-provincial Non-Profit Corporations, registered pursuant to the Business Corporations Act, must include the items in 2(a)(i) or (ii) as described in the section below.

The filing of annual returns, with the exception of non-profits, are no longer processed at a government office. Please take your annual return to an authorized service provider for processing. For information on authorized service providers, visit our website at www.servicealberta.gov.ab.ca or consult the telephone directory under "Licence and Registry Services".

Non-Profit Companies only incorporated or amalgamated pursuant to the **Companies Act**. Complete this form and return (no fee required) to:

Service Alberta
PO BOX 1007 STN MAIN
EDMONTON AB T5J 4W6

1. **Alberta Public Non-Profit Companies**, pursuant to **Section 162 of the Companies Act**, must include the following information with this form:

- (a) the last audited balance sheet audited by the company's auditors, and,
- (b) the auditor's report.
NOTE: A director, manager or secretary of the company must certify each of these documents to be a true copy.
- (c) a list of directors as of the last day of the company's anniversary month, including their full names and addresses. This information is required for **every** non-profit company pursuant to Section 162(2)(e) of the Companies Act, notwithstanding the responses to questions 3 and 4 on the front of this form.

2. **Alberta Private Non-Profit Companies**, pursuant to **Section 162 of the Companies Act**, must include the following information with this form.

- (a) (i) **Share-Capital Companies**: in the appropriate section of the Annual Return, a list of up to five members (i.e. shareholders) including the name, complete mailing address with postal code, and the percentage of issued voting shares held by each of them.
 - (ii) **Limited-By-Guarantee Companies**: a separate list, attached to the annual return, of up-to-five members, including the name, complete mailing address with postal code.
- (b) a list of directors as described in 1(c) above.

If the company submits a form 6, Notice of Directors or Notice of Change of Directors in place of the list of directors, the form must contain director information only.

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

REG3062 (2006/09)

Appendix C. An Example of a Registered Charity Information Return

WINDSOR PARK COMMUNITY LEAGUE.T15
2015-10-13 08:25

2015-03-31

WINDSOR PARK COMMUNITY LEAGUE
~~XXXXXXXXXX~~



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 (13), *Completing the Registered Charity Information Return*. It can be found on our Web pages at www.cra.gc.ca/charities, under "Charities-related forms and publications."
- The *Privacy Act* protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate Web site, except for information or data identified as confidential. All of the information collected on this form may be shared as permitted by law (for example, with certain other government departments and agencies).

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:

WINDSOR PARK COMMUNITY LEAGUE

2. Return for fiscal period ending:

Year Month Day

2015-03-31

3. BN/registration number:

~~XXXXXXXXXX~~RR0001

4. Web address (if applicable):

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)

A2 Has the charity wound-up, dissolved, or terminated operations? **1570** Yes No

A3 Is your charity designated as a public foundation or private foundation? **1600** Yes No

If yes, you must complete Schedule 1, *Foundations*. Refer to Form TF725, *Registered Charity Basic Information Sheet*, to confirm the designation. (Form TF725 is part of the return.)

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-W5, *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 out 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:

Soccer program for children of the neighbourhood
Social Program for neighborhood
Rink operation
Playground redevelopment

New programs:

Approval code: 13001

T3010 E (14)



Page 1

BN/registration number 88730085 SRR0001 Fiscal period end 2015-03-31

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*.

(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, tick all fundraising methods that it used during the fiscal period:

- | | | |
|--|--|---|
| 2500 <input type="checkbox"/> Advertisements/print/radio/TV commercials | 2570 <input type="checkbox"/> Sales | 2620 <input type="checkbox"/> Telephone/TV solicitations |
| 2510 <input type="checkbox"/> Auctions | 2575 <input type="checkbox"/> Internet | 2630 <input type="checkbox"/> Tournament/sporting events |
| 2530 <input type="checkbox"/> Collection plate/boxes | 2580 <input type="checkbox"/> Mail campaigns | 2640 <input checked="" type="checkbox"/> Cause-related marketing |
| 2540 <input type="checkbox"/> Door-to-door solicitation | 2590 <input type="checkbox"/> Planned-giving programs | 2650 <input type="checkbox"/> Other |
| 2550 <input type="checkbox"/> Draws/lotteries | 2600 <input type="checkbox"/> Targeted corporate donations/sponsorships | 2660 Specify: _____ |
| 2560 <input type="checkbox"/> Fundraising dinners/galas/concerts | 2610 <input checked="" type="checkbox"/> 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) Tick the method of payment to the fundraiser:

- | | | |
|--|---|--|
| 2730 <input type="checkbox"/> Commissions | 2750 <input type="checkbox"/> Finder's fee | 2770 <input type="checkbox"/> Honoraria |
| 2740 <input type="checkbox"/> Bonuses | 2760 <input type="checkbox"/> Set fee for services | 2780 <input type="checkbox"/> 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.

BN/registration number 867300985RR0001 Fiscal period end 2015-03-31

- 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

Section D: Financial Information

Complete Section D only if you do not have to complete Schedule 6, *Detailed Financial Information*.

Complete Schedule 6 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.

Do not complete Section D if you must complete Schedule 6.

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 \$
- Total Liabilities** 4350 \$
- 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 \$
- 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) 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 \$
- Other revenue not already included in the amounts above 4650 \$
- Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)** 4700 \$

D4 Expenditures:

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

BN/registration number ~~88730003~~SR0001 Fiscal period end 2015-03-31

Section E: Certification

This return must be signed by a director/trustee or like official of the registered charity 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 form, the basic information sheet, and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print): John Smith Smith		Signature:
Position in charity: Director	Date: 2015-10-13	Telephone number: (780) 9261260X

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	11840 87 Avenue	8908 116 Street NW
City	Edmonton	Edmonton
Province or territory and postal code	AB T6G1T5	AB T6G1P8

F2 Name and address of individual who completed this return.

Name: O'Neill, John	
Company name (if applicable): Vleeming Vleeming O'Neill LLP	
Complete street address: #305, 85 Cranford Way	
City, province or territory, and postal code: Sherwood Park AB T8H0H9	
Telephone number: (780) 449-6143	Is this the same individual who certified in Section E? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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? **130** Yes No

If yes, you must complete and attach Form T2081, *Excess Corporate Holdings Worksheet*.

Activities outside Canada Schedule 2

For more information about carrying on activities outside of Canada, go to www.cra.gc.ca/charities, select "Policies and guidance," then "Operating a registered charity" 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** \$
- 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, enter the amounts of the total reported on line 200 transferred to these individuals/organizations as required in the following table:

Name of individual/organization	Using the country codes at the end of Schedule 2, enter the code where the activities were carried out.	Amount (\$) Show amounts to the nearest Canadian dollar

BN/registration number ~~88730003X~~5RR0001 Fiscal period end 2015-03-31

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

--	--	--	--	--

4 Are any projects undertaken outside Canada funded by the Canadian International Development Agency (CIDA)? **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 Is the charity exporting goods as part of its charitable activities? **260** Yes No

If yes, list the items being exported, their value (in Canadian dollars), their destination and the country code.

Item	Value	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-Columbia	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

BN/registration number ~~88730085~~ RRR0001 Fiscal period end 2015-03-31

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	At arm's length? Yes/No

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. Tick whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name	Value	Organization	Government	Individual
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gifts in kind **Schedule 5**

1 Tick 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** \$

BN/registration number **88230035** RRR0001 Fiscal period end 2015-03-31

Detailed financial information

Schedule 6

Complete Schedule 6 if any of the following applies:

- (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.

Do not complete Section D: *Financial Information*, if you must complete Schedule 6.

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:		Liabilities:	
Cash, bank accounts, and short-term investments	4100 \$ 167,292	Accounts payable and accrued liabilities	4300 \$ 2,477
Amounts receivable from non-arm's length persons	4110 \$	Deferred revenue	4310 \$ 79,215
Amounts receivable from all others	4120 \$ 1,269	Amounts owing to non-arm's length persons	4320 \$
Investments in non-arm's length persons	4130 \$	Other liabilities	4330 \$
Long-term investments	4140 \$	Total liabilities (add lines 4300 to 4330)	4350 \$ 81,692
Inventories	4150 \$		
Land and buildings in Canada	4155 \$ 396,466		
Other capital assets in Canada	4160 \$ 375,550		
Capital assets outside Canada	4165 \$		
Accumulated amortization of capital assets	4166 \$ -352,084	Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250 \$
Other assets	4170 \$ 16,622		
10 year gifts	4180 \$		
Total assets (add lines 4100 to 4170)	4200 \$ 605,115		

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 \$ 4,057
Total revenue received from municipal/regional governments	4560 \$ 11,363
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 \$ 1,038
Total non tax-receipted revenues received for memberships, dues and association fees	4620 \$ 1,515
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 \$ 821
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 \$ 18,794

BN/registration number 86730025RR0001 Fiscal period end 2015-03-31

Expenditures:

Advertising and promotion	4800	\$	552
Travel and vehicle expenses	4810	\$	
Interest and bank charges	4820	\$	287
Licences, memberships, and dues	4830	\$	
Office supplies and expenses	4840	\$	19
Occupancy costs	4850	\$	30,686
Professional and consulting fees	4860	\$	3,126
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	\$	12,654
Amortization of capitalized assets	4900	\$	36,304
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	\$	2,482
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	\$	86,110

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

(a) Total expenditures on charitable activities	5000	\$	51,045
(b) Total expenditures on management and administration	5010	\$	35,065
(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	\$	500
Total expenditures (add lines 4950 and 5050)	5100	\$	86,610

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
- Enter the amount disbursed for the fiscal period for the specified purpose

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

Property not used in charitable activities:

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

- The 24 months before the beginning of the fiscal period
- The 24 months before the end of the fiscal period

BN/registration number ~~88730085~~SRR0001 Fiscal period end 2015-03-31

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			
		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, complete the fields 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 (13).

Political activity	Amount	Code

Appendix D. Services Alberta Notice of Directors or Notice of Change of Director Form

Acrobat Reader 6.0 or higher is required to complete, save & submit this form.

Print Form

Filing Instructions

Notice of Directors or Notice of Change of Directors

Business Corporations Act
Sections 106, 113 and 289

1. Name of Corporation

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2. Alberta Corporate
Access Number

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3. The following persons were appointed Director(s) on _____ :
year / month / day

Name of Director (Last, First, Second)	Mailing Address (including postal code)	Are you a resident Canadian?	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

4. The following persons ceased to hold office as Director(s) on _____ :
year / month / day

Name of Director (Last, First, Second)	Mailing Address (including postal code)

5. As of this date, the Director(s) of the corporation are:

Name of Director (Last, First, Second)	Mailing Address (including postal code)	Are you a resident Canadian?	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

6. To be completed only by Alberta Corporations:

Are at least 1/4 of the members of the Board of Directors resident Canadians? Yes No

Authorized Signature (applicable for non-profit companies only) Name of Person Authorizing (please print) Date

Telephone Number (daytime) Identification (not applicable for non-profit companies) Title (please print)

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

REG3017 (2005/08)

Reset

Save Form

Print Form

Notice of Directors or Notice of Change of Director

BUSINESS CORPORATIONS ACT

INSTRUCTIONS

This information is submitted to your authorized service provider for filing with the Registrar pursuant to the Business Corporations Act and must conform to Section 1 of the Regulations made under this Act.

- This form **should not** be used to submit a change of directors address.
- This form **is not** to be used by Alberta Societies.

Alberta Corporations:

Submit this information to your authorized service provider for filing with the Registrar:

- Upon incorporation, continuance, or amalgamation
- within 15 days of any change.

New corporations, continuances, or amalgamations are to complete Items 1, 5 and 6. For changes, complete items 1, 2, 5, and 6, as well as Item 3 or 4, or Items 3 and 4, where applicable.

Extra-Provincial Corporations:

- Submit this information to your authorized service provider for filing with the Registrar within 1 month of any change.
- Complete Items 1, 2, and 5, as well as Item 3 or 4, or Items 3 and 4, where applicable.

Item 1. Enter the corporation's full legal name in Alberta.

Item 2. If this is for a change of directors you must enter the Alberta Corporate Access Number of this corporation. It is printed on the top right-hand corner of the:

- Certificate of Incorporation
- Certificate of Amalgamation
- Certificate of Continuance
- Certificate of Registration.

Item 3. Enter the following information:

- date the director(s) were appointed
- complete name (last, first, second)
- complete mailing address, including the postal code
- if an Alberta corporation, check whether each director is or is not a resident Canadian.

If an Alberta corporation, a director must be an individual.

Item 4. Enter the following information:

- complete name (last, first, second)
- complete mailing address, including the postal code
- date the director(s) ceased to hold office.

Item 5. Enter the following information:

- complete name (last, first, second)
- complete mailing address, including the postal code
- if an Alberta corporation, indicate whether each director is or is not a resident Canadian.

Officer information is not required on this form.

Item 6. Alberta corporations only are to check the appropriate box. The Business Corporations Act requires at least 1/4 of the directors of an Alberta corporation to be resident Canadians.

Alberta and Extra Provincial Corporations:

When the information is submitted to your service provider, the following **must** be included:

- name of person authorizing
- title of person authorizing
- identification of the authorized person
- date
- daytime telephone number

Non-Profit Companies:

When submitting your form, the following **must** be included:

- signature of person authorizing
- name of person authorizing
- title of person authorizing
- date
- daytime telephone number

FOR NON-PROFIT COMPANIES ONLY

<p>Complete this form and return both copies (no fee required) to: Service Alberta PO BOX 1007 STN MAIN EDMONTON AB T5J 4W6</p>	<p>Walk-in Service Corporate Registry John E. Brownlee Bldg. 10365 - 97 Street Edmonton, Alberta</p>	<p>For information call: Edmonton: (780) 427-2311 Toll-free: 310-0000 and then dial 427-2311</p>
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NOTE: Due to limited space, an appropriate attachment adhering to Section 1 of the Regulations is acceptable. Attachments or schedules should clearly indicate which item they pertain to.

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