Canadian Sport Institute
Pacific Society
1 ATHLETES WAY
VANCOUVER BC V5Y 0B1

Mailed Aug 21, 2014

Instructions

1. Ensure that the name and address are correct. To correct pre-printed information on this form, please use the area provided. Any changes (except to the contact information above) must be explained in an attachment to this return.

2. Complete the boxes (above right) to indicate the end of the association’s fiscal period.

3. Attach FINANCIAL STATEMENTS for the fiscal period covered by this return. These should include a statement of revenue and expenditures for the fiscal period and a statement of assets and liabilities as of the end of the fiscal period. The statements should indicate the different sources of revenue in sufficient detail to show how funds were spent or invested.

4. Attach a list of the names, addresses, and occupations or lines of business of the association’s current directors.

5. Attach a list of the names and the official positions of the people who are authorized to issue official receipts for the association.

6. Attach a note that fully explains what replacement procedure is followed in the event of lost or spoiled receipts.

7. Within six months from the end of the fiscal period of the association, mail or deliver a completed return and all required documents to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5
Information Required

1. Have any changes not previously reported been made in the association's governing documents? If yes, please attach a certified copy of the changes.
   Yes ☐ No ☑

2. Have complete books and records been kept (including duplicate copies of receipts) which fully substantiate all financial transactions during the fiscal period? If no, please attach an explanation.
   Yes ☑ No ☐

3. Please indicate the total amount for which the association issued official donation receipts in this fiscal period.
   $1,600.00

4. Are the receipt forms used to acknowledge payments that are NOT gifts clearly distinguishable from official donation receipts which bear the BN/Registration Number? If no, please attach an explanation.
   Yes ☑ No ☐

5. Did the association issue official donation receipts showing a date in the previous calendar year for donations that were mailed or otherwise submitted after the end of the calendar year? If yes, please attach an explanation.
   Yes ☑ No ☐

6. Have official donation receipts been issued to acknowledge donations in a form other than cash or cheque - e.g., goods, services rendered, etc.? If yes, please attach a list of these gifts and their value as shown on the official donation receipt.
   Yes ☑ No ☐

7. Has any amount donated to the association been returned to the donor during the year? If yes, please attach an explanation.
   Yes ☑ No ☐

8 a. During the fiscal period, did the association accept any gifts with the express or implied condition that such gifts were to be used for the benefit of another person, club, society or association? If yes, please attach an explanation.
   Yes ☑ No ☐

8 b. Did the association issue an official donation receipt to acknowledge such a gift?
   Yes ☑ No ☐

Certification
To be signed by two directors of the association

1. ____________________________
   Mark Hope
   Name of director whose signature appears below. (Print)
   Position with the Association: Chair of the Board
   Address: ____________________________

2. ____________________________
   Lisa Coltart
   Name of director whose signature appears below. (Print)
   Position with the Association: Treasurer/Finance and Audit Committee Chair
   Address: ____________________________

HEREBY CERTIFY that the information given in this return and in all statements attached is, to the best of my knowledge, correct and complete.
(Note: It is a serious offense to make false or deceptive statements.)

1. Signature of Director: ____________________________
   Home telephone number: ____________________________
   Business telephone number: ____________________________
   Date: Aug. 18/14

2. Signature of Director: ____________________________
   Home telephone number: ____________________________
   Business telephone number: ____________________________
   Date: Aug. 20/14

Form authorized by the Minister of National Revenue
#5 – Officials Authorized to Issue Official Receipts for the Association:
Wendy Pattenden – Chief Executive Officer
Nathan Wong - Controller

#6 – Replacement Procedures in the event of a lost or spoiled receipt:

All receipts were electronically generated by an online service (GiftTool). In the case of a lost or missing receipt, a copy of the original receipt is on file and can easily be sent to the donor.

In the case of an error or refund, the original tax receipt number would be cancelled in our offline records. The donor would be informed that the previous tax receipt number had been cancelled, cannot be used for tax purposes and should be destroyed. If necessary, a new (corrected) tax receipt would be issued through the online service.