



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.

Complete the following:

1. Charity name:

Hospice Greater Saint John

2. Return for fiscal period ending:

Year	Month	Day
2019	03	31

3. BN/registration number:

118963743 R R 0001

4. Web address (if applicable):

www.hospicesj.ca

A1 Was the charity in a subordinate position to a head body? 1510 ☐ Yes ☒ No
If **yes**, give the name and BN/registration number of the organization.

Name:

BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)

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, Corporations Information Act Annual Return for Ontario Not-for-Profit Corporations.

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 Describe all **ongoing** and **new** charitable programs the charity carried on during 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:

10-bed residential hospice providing 24-hour in-patient palliative care and grief support to over 200 terminally ill patients and grieving families each year.

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

2510 ☒ Auctions

2530 ☐ Collection plate/boxes

2540 ☐ Door-to-door solicitation

2550 ☒ Draws/lotteries

2560 ☒ Fundraising dinners/galas/concerts

2570 ☒ Sales

2575 ☐ Internet

2580 ☒ Mail campaigns

2590 ☐ Planned-giving programs

2600 ☒ Targeted corporate donations/sponsorships

2610 ☐ Targeted contacts

2620 ☐ Telephone/TV solicitations

2630 ☐ Tournament/sporting events

2640 ☐ Cause-related marketing

2650 ☒ Other

2660 Specify: Shoppe

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

2740 ☐ Bonuses

2750 ☐ Finder's fee

2760 ☐ Set fee for services

2790 Specify: _____

2770 ☐ Honoraria

2780 ☐ Other

(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 non-cash gifts for which it issued tax receipts? If yes, you must complete Schedule 5, Non-cash gifts.	4000	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
C12 Did the charity acquire a non-qualifying security?	5800	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
C13 Did the charity allow any of its donors to use any of its property? (except for permissible uses)	5810	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
C14 Did the charity issue any of its tax receipts for donations on behalf of another organization?	5820	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
C15 Did the charity have direct partnership holdings at any time during the fiscal period?	5830	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If any of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
 (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
 (c) The charity had 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	<input type="checkbox"/> Accrual	<input type="checkbox"/> Cash
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D2 Summary of financial position:

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

Did the charity own land and/or buildings?	4050	<input type="checkbox"/> Yes	<input type="checkbox"/> 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No

D3 Revenue:

Did the charity issue tax receipts for gifts?	4490	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, enter the total eligible amount of all gifts for which the charity has issued or will issue 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	<input type="checkbox"/> Yes	<input type="checkbox"/> 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	\$	

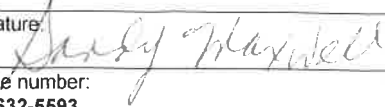
D4 Expenditures:

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	\$	

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 and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print): Sandy Maxwell		Signature: 
Position in charity: Chief Executive Officer	Date: 2019-07-25	Phone number: 506-632-5593

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	385 Dufferin Row	same
City	Saint John	same
Province or territory and postal code	New Brunswick	E2M2J9

F2 Name and address of individual who completed this return.

Name: Sandy Maxwell	
Company name (if applicable): Hospice Greater Saint John	
Complete street address: 385 Dufferin Row	
City, province or territory, and postal code: Saint John, NB E2M 2J9	
Phone number: 506-632-5593	Is this the same individual who certified in Section E above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 (SIN) is collected under subsection 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
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form RC232, Corporations Information Act Annual Return for Ontario Not-for-Profit Corporations (if applicable)
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

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

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** 23
- (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"/> 8 \$40,000 – \$79,999 | 315 <input type="checkbox"/> 2 \$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** 22
- (b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$ 318,969
- 3** Total expenditure on all compensation in the fiscal period. **390** \$ 1,525,872

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 external 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 table 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)	Type of donor (confidential)			Value (CAN \$)
	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"/>	

Non-cash gifts

Schedule 5

- 1** Select all types of non-cash gifts received for which a tax receipt was issued:

- | | | |
|--|---|--|
| 500 <input checked="" 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 checked="" type="checkbox"/> Clothing/furniture/food | 535 <input type="checkbox"/> Medical equipment/supplies | 560 <input checked="" type="checkbox"/> Other |
| 515 <input type="checkbox"/> Vehicles | 540 <input type="checkbox"/> Privately-held securities | 565 Specify: <u>Household Supplies</u> |
| 520 <input type="checkbox"/> Cultural properties | 545 <input type="checkbox"/> Machinery/equipment/ computers/software | |

- 2** Enter the total amount of tax-receipted non-cash gifts **580** \$ 581,374

Detailed financial information

Schedule 6

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

- (a) The charity's revenue exceeded \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had 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	\$	242,070
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	54,422
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	
Inventories	4150	\$	
Land and buildings in Canada	4155	\$	2,392,336
Other capital assets in Canada	4160	\$	
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	
Other assets	4170	\$	67,305
10 year gifts	4180	\$	
Total assets (add lines 4100 to 4170)	4200	\$	2,756,133

Liabilities:

Accounts payable and accrued liabilities	4300	\$	119,495
Deferred revenue	4310	\$	2,500
Amounts owing to non-arm's length persons	4320	\$	
Other liabilities	4330	\$	1,625,740
Total liabilities (add lines 4300 to 4330)	4350	\$	1,747,735

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 has issued or will issue tax receipts	4500	\$	183,712
Total eligible amount of tax-receipted tuition fees	4510	\$	
Total amount of 10 year gifts received	4505	\$	
Total amount received from other registered charities	4510	\$	1,035,191
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	\$	766,500
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	\$	208
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	\$	410,980
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	2,596
Other revenue not already included in the amounts above	4650	\$	375
Specify type(s) of revenue included in the amount reported at 4650	4655	HST Rebate	
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	2,399,562

Expenditures:

Advertising and promotion	4800	\$	7,327
Travel and vehicle expenses	4810	\$	19,235
Interest and bank charges	4820	\$	5,674
Licences, memberships, and dues	4830	\$	197
Office supplies and expenses	4840	\$	40,693
Occupancy costs	4850	\$	153,855
Professional and consulting fees	4860	\$	56,826
Education and training for staff and volunteers	4870	\$	20,599
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	1,525,872
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	110,657
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	\$	136,328
Specify type(s) of expenditures included in the amount reported at 4920	4930	Fundraising, Recognition	
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	2,077,263

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

(a) Total expenditures on charitable activities	5000	\$	1,469,452
(b) Total expenditures on management and administration	5010	\$	190,028
(c) Total expenditures on fundraising	5020	\$	417,783
(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	\$	300,000
Total expenditures (add lines 4950 and 5050)	5100	\$	2,377,263

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	\$	
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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	\$	