

List of charities Years 2011 and 2012

Data Dictionary

Version 1.0

Last Revised:

2021-10-04





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1 Introduction

1.1 About this document

The purpose of this document is to describe the public data of Form T3010 available on the Open Data website (open.canada.ca). This data dictionary covers registered charity information returns with a fiscal period end date that falls within the **2011** and **2012** calendar years.

Supporting Documents

- <u>T3010-1(10) Registered Charity Information Return</u>
 Form that registered charities must fill out annually and send it to the CRA within six months of the end of its fiscal period. A charity uses this form to report its activities,
- T1235(09) Directors/Trustees and Like Officials Worksheet
 Form used by a registered charity to identify its board of directors/trustees and like officials. Every charity must submit this form as part of its annual return.
- <u>T1236(10) Qualified Donees Worksheet/Amounts Provided to Other Organizations</u>
 Form used by a registered charity to identify the gifts it made to qualified donees and other organizations during a fiscal year. Every charity must submit this form as part of its annual return.
- TF725 Registered Charity Basic Information Sheet
 A pre-printed form that is mailed to registered charities in the month following their fiscal period end as part of their T3010 Information Return package. It is an integral part of the annual information return and must be attached to the return when it is filed.
- <u>T4033 Completing the Registered Charity Information Return</u>
 Guide that provides help on filling out the Registered Charity Information Return.

1.2 Document Organization

This document is organized into the following sections:

sources of revenue, and expenditures.

Section	Description
Introduction	Provides information related to this document
Relationships	Describes the relationships between each datasets
Datasets	Describes each data element in a dataset

1.3 Target Audience

The information found in the datasets is intended for everyone interested in using data in machine-readable formats

1.4 Summary of Changes

The below list the changes to the T3010 annual return and worksheets.

Changes to the T3010

Section D – Financial Information:

- Added line 4505
- Removed line 5070

Schedule 6 – Detailed Financial Information:

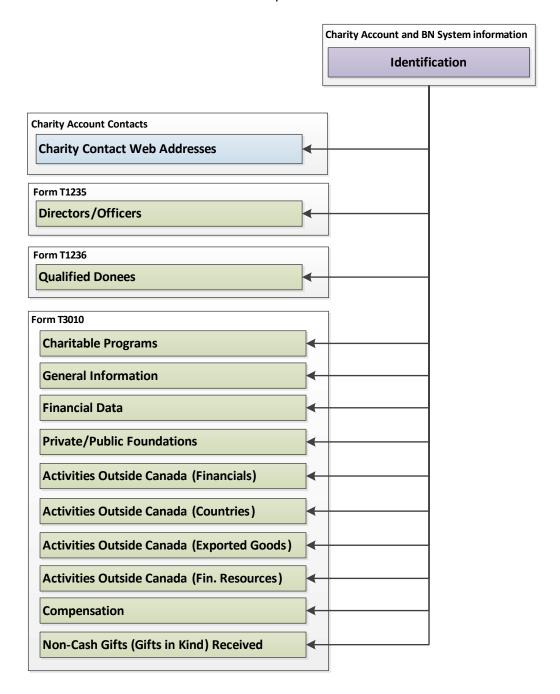
- Added lines 4180, 4505
- Removed lines 4520, 4525, 5060, 5070, 5520, 5640, 5710, 5720, 5730, 5740

Changes to the T1236

Removed amounts for enduring property and specified gifts

2 Relationships

This section documents the relationship between each dataset.



3 Datasets

3.1 Identification

This dataset contains identification (tombstone) information about the charity such as the name and mailing address. The list only includes charities that have filed a T3010, Registered Charity Information Return, for the period concerned.

File Name: IDENT_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
S.	BN	Text	15	Business number
	Category	Text	2	Category
				See Category Code list (within the Code Lists PDF).
	Designation	Text	1	Designation
				See Designation Code list (within the Code Lists PDF).
	Legal Name	Text	175	Legal name of the charity
	Account Name	Text	175	Account name of the charity
	Address Line 1	Text	30	Mailing address: Address Line 1
	Address Line 2	Text	30	Mailing address: Address Line 2
	City	Text	30	Mailing address: City
	Province	Text	2	Mailing address: Province/State
				See Province/United States Codes list (within the Code Lists PDF).
	Postal Code	Text	10	Mailing address: Postal Code/Zip Code
	Country	Text	2	Mailing address: Country Code
				See Country Code list (within the Code Lists PDF).

Source: Information we have in our records

3.2 Charity Contact Web Addresses

This dataset contains real-time web addresses related to the charity account (and not related to the T3010 filing).

File Name: WEBURL_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
2	BN	Text	15	Business number
J.	#	Number	9	Sequence number to uniquely identify each item for a BN.
	Contact URL	Text	200	URL of the charity's website

Source: Information we have in our records

3.3 Charities Businesses Directors/Officers

This dataset contains a list of directors/trustees and like officials.

File Name: DIRECTORS_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
J.D	BN	Text	15	Business Number
J.	FPE	Date	10	Fiscal Period End
J.D	Form ID	Text	4	Form Version ID
J.	#	Number	9	Sequence Number
	Last Name	Text	30	Last Name
	First Name	Text	30	First Name
	Initials	Text	3	Initials
	Position	Text	30	Position in the charity
	At Arm's Length	Yes/No	1	Director at Arm's Length?
	Start Date	Dat	10	Date when the director was appointed in the position
	End Date	Date	10	Date when the director ceased to be in the position

Source: T1235, *Directors/Trustees and Like Officials Worksheet*

3.4 Qualified Donees

This dataset contains a list of gifts charities have made to qualified donees and other organizations.

File Name: QUALIFIED_DONEES_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
B	BN	Text	15	Business number
B	FPE	Date	10	Fiscal period end
B	Form ID	Text	4	Form version ID
S.	#	Number	9	Sequence number
	Donee BN	Text	15	Business number of qualified donee
	Donee Name	Text	175	Name of qualified donee
	Associated	Yes/No	1	Qualified donee is associated with charity
	City	Text	30	
	Province	Text	2	Province
				See Province/United States Code list (within the Code Lists PDF).
	Total Gifts	Amount	14	Total amounts of gifts
	Gifts in Kind	Amount	14	Amount of gifts in kind

Source: T1236, Qualified Donees Worksheet/Amounts Provided to Other Organizations

3.5 Charitable Programs

This dataset contains a description of ongoing and new charitable programs the charity carried on during its fiscal period. The information is captured as such provided by the charity. The description can either be in English or French and no translation is provided.

File Name: NEW_ONGOING_PROGRAMS_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
P	BN	Text	15	Business number
J.	FPE	Date	10	Fiscal period end
S.	Form ID	Text	4	Form version ID
2º	Program Type	Text	2	Program type code
				See Program Type Code list (within the Code Lists PDF).
	Description	Text	2500	Description of the program

Source: T3010, Registered Charity Information Return

Section C, question C2

3.6 General Information

File Name: FINANCIAL_SECTION_A_B_AND_C_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
J.	BN	Text	15	Business number
J.	FPE	Date	10	Fiscal period end
J.	Form ID	Text	4	Form version ID
	Program #1 Code	Text	3	Program Area #1
				See Program Area Code list (within the Code Lists PDF)
	Program #1 %	Number	3	Program Area #1 - Percentage
	Program #1 Desc	Text	60	Program Area #1 - Description
	Program #2 Code	Text	3	Program Area #2
				See Program Area Code list (within the Code Lists PDF)
	Program #2 %	Number	3	Program Area #2 - Percentage
	Program #2 Desc	Text	60	Program Area #2 - Description
	Program #3 Code	Text	3	Program Area #3
				See Program Area Code list (within the Code Lists PDF)
	Program #3 %	Number	3	Program Area #3 - Percentage
	Program #3 Desc	Text	60	Program Area #3 - Description
	1510	Yes/No	1	Charity is an internal division
	1510-BN	Text	15	Business number (BN) of internal division
	1510-Name	Text	175	Name of internal division
	1570	Yes/No	1	Charity wound-up, dissolved, terminated
	1600	Yes/No	1	Charity is public or private foundation
	1800	Yes/No	1	Charity is active during fiscal year
	2000	Yes/No	1	Charity make gifts or transfer funds to qualified donees or other
				organizations

2100	Yes/No	1	Charities carries on programs outside Canada by providing resources or
			funds: employee, volunteers, agents, joint ventures, contractors or
			individuals, entities or means other than qualified donees
2400	Yes/No	1	Charity carried on any political activities
5030	Amount	14	Total amount spent by the charity on political activities
2500	Yes/No	1	Fundraising activity: Advertisements/print/radio/TV commercials
2510	Yes/No	1	Fundraising activity: Auctions
2530	Yes/No	1	Fundraising activity: Collection plate/boxes
2540	Yes/No	1	Fundraising activity: Door-to-door solicitation
2550	Yes/No	1	Fundraising activity: Door-to-door solicitation
2560	Yes/No	1	Fundraising activity: Fundraising dinners/galas/concerts
2570	Yes/No	1	Fundraising activity: Fundraising sales (e.g., cookies)
2575	Yes/No	1	Fundraising activity: Internet
2580	Yes/No	1	Fundraising activity: Mail campaigns
2590	Yes/No	1	Fundraising activity: Planned-giving programs
2600	Yes/No	1	Fundraising activity: Targeted corporate donations/sponsorships
2610	Yes/No	1	Fundraising activity: Targeted contacts
2620	Yes/No	1	Fundraising activity: Telephone/TV solicitations
2630	Yes/No	1	Fundraising activity: Tournament/sporting events
2640	Yes/No	1	Fundraising activity: Cause-related marketing
2650	Yes/No	1	Fundraising activity: Other
2660	Text	175	Fundraising activity: Specify
2700	Yes/No	1	Charity paid external fundraisers
5450	Amount	14	Gross revenue collected by the fundraisers on behalf of the charity
5460	Amount	14	Amounts paid to and/or retained by the fundraisers
2730	Yes/No	1	External fundraisers: Commissions
2740	Yes/No	1	External fundraisers: Bonuses
2750	Yes/No	1	External fundraisers: Finder's fees
2760	Yes/No	1	External fundraisers: Set fee for services
2770	Yes/No	1	External fundraisers: Honoraria

2780	Yes/No	1	External fundraisers: Other
2790	Text	175	External fundraisers: Specify
2800	Yes/No	1	Fundraiser issued tax receipts on behalf of the charity
3200	Yes/No	1	Charity compensated 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)
3400	Yes/No	1	Charity incurred any expenses for compensation of employees
3900	Yes/No	1	Charity received any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada
4000	Yes/No	1	Charity received any non-cash gifts (gifts-in-kind) for which it issued tax receipts
5800	Yes/No	1	Charity acquired a non-qualifying security
5810	Yes/No	1	Charity allowed a donor to use any of the charity's property
5820	Yes/No	1	Charity issued any of its tax receipts for donations on behalf of another organization

Source: T3010, Registered Charity Information Return

- Section A, Identification
- Section C, Programs and general information

3.7 Financial Data

This dataset documents financial data found in the T3010, Section D and Schedule 6. The field **Section Used** indicates which portion of the T3010 the charity used to file the financial data. A detailed description of the line numbers (e.g. 4020, 4050, etc.) can be found in the T4033, *Completing the Registered Charity Information Return* guide.

File Name: FINANCIAL_D_AND_SCHEDULE_6_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
P	BN	Text	15	Business number
J.	FPE	Date	10	Fiscal period end
S.	Form ID	Text	4	Form version ID
	Section Used	Text	1	Section used to filed the financial data
				Values: D=Section D, 6=Schedule 6
	4020	Text	1	Financial information reported on accrual or cash basis
				Values: A=Accrual, C=Cash basis
	4050	Yes/No	1	Charity owned land and/or buildings
	4100	Amount	14	Cash, bank accounts and short-term investments
	4110	Amount	14	Amounts receivable from non-arm's length parties
	4120	Amount	14	Amounts received from others
	4130	Amount	14	Investments in non-arm's length parties
	4140	Amount	14	Long-term investments
	4150	Amount	14	Inventories
	4155	Amount	14	Land and buildings in Canada
	4160	Amount	14	Other capital assets in Canada
	4165	Amount	14	Capital assets outside Canada
	4166	Amount	14	Accumulated amortization of capital assets
	4170	Amount	14	Other assets
	4180	Amount	14	10 year gifts
	4200	Amount	14	Total assets

4250	Amount	14	Amount in lines 4150, 4155, 4160, 4165, 4170 not used in charitable programs
4300	Amount	14	Accounts payable and accrued liabilities
4310	Amount	14	Deferred revenue
4320	Amount	14	Amounts owing to non-arm's length parties
4330	Amount	14	Other liabilities
4350	Amount	14	Total liabilities
4400	Yes/No	1	Charity borrowed from, loaned to, or invested assets with any non-arm's length parties
4490	Yes/No	1	Charity issued tax receipts for donations
4500	Amount	14	Total eligible amount of tax-receipted gifts
5610	Amount	14	Total eligible amount of tax-receipted tuition fees
4505	Amount	14	Total amount of 10 year gifts received
4510	Amount	14	Total received from other charities (excluding specified gifts & enduring
			property)
4530	Amount	14	Total other gifts for which a tax-receipt was not issued by the charity
4540	Amount	14	Revenue received from federal government
4550	Amount	14	Revenue received from provincial/territorial governments
4560	Amount	14	Revenue received from municipal/regional governments
4565	Yes/No	1	Charity received revenue from any level of Canadian government
4570	Amount	14	Amount received from any level of Canadian government
4575	Amount	14	Revenue received from sources outside Canada
4580	Amount	14	Interest and investment income
4590	Amount	14	Gross proceeds from disposition of assets
4600	Amount	14	Net proceeds from disposition of assets
4610	Amount	14	Rental income (land and buildings)
4620	Amount	14	Memberships, dues, association fees (non tax-receipted)
4630	Amount	14	Total revenue from fundraising activities not reported above as gifts
4640	Amount	14	Total revenue from sale of goods and services (except to government)
4650	Amount	14	Other Income (not already included in the amounts above)

4655	Text	175	Specify type of revenue of line 4650
4700	Amount	14	Total revenue (lines 4500, 4510 to 4580, 4600 to 4650)
4800	Amount	14	Advertising and promotion
4810	Amount	14	Travel and vehicle
4820	Amount	14	Interest and bank charges
4830	Amount	14	Licenses, memberships, dues
4840	Amount	14	Office supplies and expenses
4850	Amount	14	Occupancy costs
4860	Amount	14	Professional and consulting fees
4870	Amount	14	Education and training for staff and volunteers
4880	Amount	14	Total expenditures on all compensations
4890	Amount	14	Fair market value of all donated goods used in program
4891	Amount	14	Total cost of all purchased supplies and assets
4900	Amount	14	Amortization of capitalized assets
4910	Amount	14	Research grants, scholarships as part of charitable programs
4920	Amount	14	Other expenditures
4930	Text	175	Specify types of expenditures included in amount reported at 4920
4950	Amount	14	Total expenditures (before gifts to qualified donees)
5000	Amount	14	Total charitable programs expenditures included in line 4950
5010	Amount	14	Total management and administration expenditures included in line 4950
5020	Amount	14	Total fundraising expenditures (included in line 4950)
5030	Amount	14	Total expenditures on political activities (included in line 4950)
5040	Amount	14	Total other activity expenditures (included in line 4950)
5050	Amount	14	Total gifts to qualified donees excluding enduring property and specified
			gifts
5100	Amount	14	Total expenditures
5500	Amount	14	Amount accumulated this fiscal period, including income earned this fiscal
			year on previously accumulated funds
5510	Amount	14	Amount disbursed this fiscal period for the specified purpose for which
			permission has been granted

5750	Amount	14	Pre-approved special reduction amount used in disbursement quota
5900	Amount	14	Average value of property not used for charitable programs or
			administration during 24 months preceding the beginning of fiscal period
5910	Amount	14	Average value of property not used for charitable programs or
			administration during 24 months preceding the end of fiscal period

Source: T3010, Registered Charity Information Return

- Section D, Financial information
- Schedule 6, Detailed financial information

3.8 Private/Public Foundations

File Name: SCHEDULE_1_FOUNDATIONS_<year>.csv

Data Elements:

Key	Field	Type	Length	Description
B	BN	Text	15	Business number
J.	FPE	Date	10	Fiscal period end
J.	Form ID	Text	4	Form version ID
	100	Yes/No	1	Did the foundation acquired control of a corporation in the fiscal period
	110	Yes/No	1	Did the foundation incur any debts during the FPE other than current
				operating expenses in buy/sell of investment, or administering charitable
				programs
	120	Yes/No	1	During fiscal period, did foundation hold shares, right to acquire such shares
				or debt owing to it that are non-qualifying investment
	130	Yes/No	1	Did the foundation own more than 2% of any class of shares of a corporation
				at any time during the fiscal period

Source: T3010, Registered Charity Information Return

Schedule 1, Foundations

3.9 Activities outside Canada - Details on financial

File Name: SCHEDULE_2_DETAILS_<year>.csv

Data Elements:

Key	Field	Type	Length	Description
B	BN	Text	15	Business number
<i>₽</i>	FPE	Date	10	Fiscal period end
B	Form ID	Text	4	Form version ID
	200	Amount	14	Total expenditures on activities carried on outside Canada (excluding gifts to QDs)
	210	Yes/No	1	Charity's resources provided for programs outside Canada to any other individual or entity (excluding gifts to QDs)
	220	Yes/No	1	Projects undertaken outside Canada funded by the Global Affairs
	230	Amount	14	Total amount of funds expended for programs funded by Global Affairs
	240	Yes/No	1	Programs carried on outside Canada carried out by employees of the charity
	250	Yes/No	1	Programs carried on outside Canada carried out by volunteers of the charity
	260	Yes/No	1	Charity exporting goods as part of its charitable programs

Source: T3010, Registered Charity Information Return

Schedule 2

3.10 Activities outside Canada - Countries where program was carried

This dataset contains a list of countries for charities that carried on programs or devoted any of its resources outside of Canada.

File Name: SCHEDULE_2_COUNTRIES_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
2	BN	Text	15	Business number
P	FPE	Date	10	Fiscal period end
2	Form ID	Text	4	Form version ID
J.	#	Number	9	Sequence number
	Country	Text	2	Country code where program was carried
				See Country Code list (within the Code Lists PDF).

Source: T3010, Registered Charity Information Return

■ Schedule 2, question 3

3.11 Activities outside Canada - Exported goods

This dataset contains a list of goods that were exported abroad.

File Name: SCHEDULE_2_GOODS_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
J.	BN	Text	15	Business number
B	FPE	Date	10	Fiscal period end
S.	Form ID	Text	4	Form version ID
B	#	Number	9	Sequence number
	Item Name	Text	30	Item being exported
	Item Value	Amount	14	Item's value
	Destination	Text	175	Destination of the item
	Country	Text	2	Country code of the destination
				See Country Code list (within the Code Lists PDF).

Source: T3010, Registered Charity Information Return

Schedule 2, question 7 (table only)

3.12 Activities outside Canada - Financial resources used

File Name: SCHEDULE_2_RESOURCES_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
S.	BN	Text	15	Business number
S.	FPE	Date	10	Fiscal period end
S.	Form ID	Text	4	Form version ID
S.	#	Number	9	Sequence number
	Org Name	Text	175	Name of individual/organization
	Amount	Amount	14	Amount transferred to individual/organization
	Country	Text	2	Country code where activities were carried out
				See Country Code list (within the Code Lists PDF).

Source: T3010, Registered Charity Information Return

Schedule 2, question 2 (table only)

3.13 Compensation

This dataset contains information on compensation of employees.

File Name: SCHEDULE_3_COMPENSATION_<year>.csv

Data Elements:

Key	Field	Type	Length	Description
S.	BN	Text	15	Business number
S.	FPE	Date	10	Fiscal period end
B	Form ID	Text	4	Form version ID
	300	Number	5	Number of permanent, full-time, compensated positions
	305	Number	5	\$1-39,999 (of the 10 highest compensated)
	310	Number	5	\$40,000-\$79,999 (of the 10 highest compensated)
	315	Number	5	\$80,000-119,999 (of the 10 highest compensated)
	320	Number	5	\$120,000-159,999 (of the 10 highest compensated)
	325	Number	5	\$160,000-199,999 (of the 10 highest compensated)
	330	Number	5	\$200,000-249,999 (of the 10 highest compensated)
	335	Number	5	\$250,000-299,999 (of the 10 highest compensated)
	340	Number	5	\$300,000-349,999 (of the 10 highest compensated)
	345	Number	5	\$350,000 and over (of the 10 highest compensated)
	370	Number	5	Number of part-time or part-year employees
	380	Amount	14	Total expenditures on compensation for part-time or part-year employees
	390	Amount	14	Total expenditures on all compensation

Source: T3010, Registered Charity Information Return

Schedule 3

3.14 Non-cash gifts (gifts in kind) received

File Name: SCHEDULE_5_GIFTS_IN_KIND_<year>.csv

Data Elements:

Key	Field	Туре	Length	Description
P	BN	Text	15	Business number
J.D	FPE	Date	10	Fiscal period end
2	Form ID	Text	4	Form version ID
	500	Yes/No	1	Charity issue receipts for artwork wine jewellery
	505	Yes/No	1	Charity issue receipts for building materials
	510	Yes/No	1	Charity issue receipts for clothing furniture food
	515	Yes/No	1	Charity issue receipts for vehicles
	520	Yes/No	1	Charity issue receipts for cultural properties
	525	Yes/No	1	Charity issue receipts for ecological properties
	530	Yes/No	1	Charity issue receipts for life insurance policies
	535	Yes/No	1	Charity issue receipts for medical equipment/supplies
	540	Yes/No	1	Charity issue receipts for privately held securities
	545	Yes/No	1	Charity issue receipts for machinery/equipment (including computers &
				software)
	550	Yes/No	1	Charity issue receipts for publicly traded securities/mutual funds
	555	Yes/No	1	Charity issue receipts for books (literature, comics)
	560	Yes/No	1	Other
	565	Text	175	Other: Specify
	580	Amount	14	Total eligible amount for non-cash gifts with receipts

Source: T3010, Registered Charity Information Return

Schedule 5