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Training manual: Treasurer



GOVERNMENT OF CANADA WORKPLACE CHARITABLE CAMPAIGN
CAMPAGNE DE CHARITÉ EN MILIEU DE TRAVAIL DU GOUVERNEMENT DU CANADA

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www.gcwcc.org | www.ccmtgc.org

Federal employees and retirees — creating hope ... changing lives.
Les employés et les retraités fédéraux ... sources d'espoir et de vies nouvelles.



This campaign is co-managed by United Way/Centraide Ottawa and Centraide Outaouais.
Cette campagne est gérée conjointement par Centraide/United Way Ottawa et Centraide Outaouais.

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WELCOME

The *Treasurer Guide* is designed to supplement the information received at the treasurer training session.

Should more information be required relating to procedures and reporting, contact the Campaign Manager assigned to your department or agency.

TREASURER ROLES AND RESPONSIBILITIES

The Departmental Treasurer's responsibilities are:

1. To oversee and ensure the proper management and operation of the financial and administrative Campaign procedures within their Department.
2. Attend the mandatory GCWCC Training Sessions
 - a. Treasurer Training Session (detailed information on procedures and proper steps)
 - b. GIFTS System Training Session (on-line Campaign tracking tool)
All data entry is done by the Department/Agency
3. Attend all the core team meetings related to the Campaign.
4. Recruit and train his/her campaign team members; Departmental Sub-Treasurers, Departmental Data-entry and Departmental Canvassers.
5. Develop and manage an internal process to gather all gift forms, special event forms and related monies and cheques.
6. Gather the money collected and keep secure until it is deposited.
7. Deposit all monies and cashable cheques into the GCWCC NCR Scotiabank account.
8. Ensure the payroll portion of the gift form **are forwarded to the payroll office**
 - Verify the cut-off date for the payroll deductions with your payroll office
 - Verify the payroll frequency of pay periods
 - Send the payroll detachable bottom portion of the gift form of the seconded employees to the appropriate Department/Agency
9. Execute and /or coordinate all necessary data-entry into the GIFTS system.
10. Maintain/modify the Departmental structure, if necessary to reflect the current organizational Departmental structure.
 - Remove the duplicate identities in the GIFTS system before you proceed with the data-entry
 - Create and/or activate the various roles (departmental sub-treasurers and/or departmental data-entry and departmental canvassers) within the GIFTS system and inform all the canvassers of their identification numbers (Canvasser I.D.)
 - Enter all the batches, gift forms, special event forms, deposit slip(s) and envelopes in the GIFTS system.

(Please note that you must group a maximum of 40 gift forms per envelope)

11. Promptly forward completed envelopes to the GCWCC office throughout the Campaign. Note that during the Campaign, you should **call your GCWCC Manager** to arrange the pick-up of your envelopes.
12. Run various reports upon request
 - Weekly tracking of the campaign results; participation rate, leaders & friends, percentage of the target, etc.
 - Reporting the results to the Campaign Leader and core team

OBJECTIVES

This guide's objectives are to:

- ❑ outline the financial and administrative procedures to be followed by departments and agencies participating in the Government of Canada Workplace Charitable Campaign (GCWCC); and
- ❑ introduce the financial and administrative procedures for reporting the contributions to the GCWCC office

Special Consideration

Before the campaign officially begins, the campaign leader or the treasurer **should consult** with the Personnel — Pay and Benefits Office to ensure that the procedures described in this guide are acceptable to the workplace. Some special procedures may apply to the Department of National Defence and to agencies whose pay offices are not regulated by Public Works and Government Services Canada.

Licensing and Receipting

For information relating to the required licences for special events, please consult the *Special Event Guide*.

SIX EASY STEPS TO CAMPAIGN ADMINISTRATION...

1. **Review Information**
2. **Input Batches and Gift Forms in the GIFTS System**
3. **Prepare the envelope(s) and the deposit slip(s)**
4. **Deposit Money**
5. **Create the envelope in the GIFTS system**
6. **Submit the envelope(s) to your respective GCWCC Manager**

STEP 1 — REVIEW INFORMATION

Before inputting any data in the GIFTS system, it is imperative that the treasurer **review the information** provided by the donor. Note that the canvasser should have reviewed the information on the gift forms prior to submitting them to the treasurer. This information is confidential and must be kept private and protected from unauthorized access.

Gift Form

The following information **must** be correctly recorded on the gift form:

- ✓ Pay office number - two digit number (for payroll deduction only)
- ✓ Department or agency identification code – a three letter code, please refer to **pages 20 to 23** (for payroll deduction only)
- ✓ Pay list number – a four digit code (for payroll deduction only)
- ✓ Personal record identification (for payroll deduction only)
- ✓ First name and Initial(s) – if applicable
- ✓ Family name and salutation
- ✓ Canvasser number (generated by the GIFTS system)
- ✓ Method of payment of donation – generally, one option box should be **clearly** checked, but multiple payment methods can also be checked as long as the donor specifies which payment method is applied to which designation.
- ✓ Complete address - the Canada Revenue Agency requires that the complete address be written when producing income tax receipts: apartment number (if applicable), street number, street name, city, province and postal code. **These fields must be completed, for all cash, cheque(s) and credit card donations.**
- ✓ **Donor's signature** - Donors must sign and date the Gift Form if giving by payroll deduction and credit card donations. For cash or cheque donations, the donor's signature is not required.
- ✓ Date of transaction: please put the date the donor completed the gift form.
- ✓ The **Gift form** is produced in two portions and must be used as follows:

Top portion		this portion must be forwarded to the GCWCC office. The donor may make a photocopy for their own record.
Bottom portion		once the payroll information is entered in the GIFTS system, You can forward this portion to the payroll office as soon as possible. (for payroll deduction only)
- ✓ The **Special Event form** is produced in two copies and must be distributed as follows:

Copy #1	white	GCWCC office
Copy #2	yellow	Department/Agency

Please note that you must only forward the top portion to GCWCC Office

Seconded employees

A seconded employee is a person working in a Department/Agency other than their own, for a specific time period.

During the campaign, you may encounter an employee that is seconded to your Department. This employee **may choose** which Department/Agency their donation should be counted. It may count for your Department/Agency – where he/she is seconded to **or** for their Department/Agency of origin. The only exception is lawyers from Department of Justice Canada. Their donation always counts for their Department of origin.

If that employee donates through payroll deductions, **you must ensure** that the detachable bottom portion of their gift form be forwarded to their payroll office (Department/Agency of origin).

As the main Treasurer of your Department/Agency it is your responsibility to ensure that all **detachable bottom portions** for seconded employees are forwarded to the donor's Department/Agency of origin **as soon as possible**. You may find the Departmental Treasurers coordinates in the main menu of the GIFTS system under the link called 'Contact'.

To ensure that the form(s), once received by the other Treasurer, be sent to the payroll office in an efficient and prompt manner. You may download these letters from the GIFTS System (option "Forms") and/or from the GCWCC website under the Campaign Tools. Also, you may find an example in the Annex section of this manual. You may choose one of two of the following letters:

Letter 1 - Employee seconded to your Department and chooses to donate to their Department/Agency of origin.

*In this case, the **entire gift form** must be forwarded to the Treasurer of their Department/Agency of origin along with money and/or cheque if applicable.*

Letter 2 - Employee seconded to your Department and choose to donate to your Department/Agency.

*In this case, the **detachable bottom portion of their gift form only** must be forwarded to the Treasurer of the Department/Agency of origin if the donor chooses to donate through payroll deductions.*

Please note if you receive the detachable bottom portion of a donor gift form from another Department/Agency, simply forward it to your payroll office. Do not enter it in the GIFTS system as it has already been entered under the other Department/Agency.

You can find a sample of these letters in Annexe A of this manual. Also, these letters can be downloaded from the GIFTS System (Option "Forms") and/or the GCWCC website – under the campaign tools.

Designation of donated funds

Donors **must** designate their contributions to one or more of the following:

BOX A — United Way/Centraide

- United Way/Centraide will invest where it is needed most and where it will have the greatest impact
- to any United Way/Centraide in Canada (identification codes are on the reverse of the Gift form)
- to a listed impact areas for any United Way/Centraide in Canada
- to any supported United Way/Centraide Ottawa or Centraide Outaouais program (please refer to www.gwcc.org)

A donor may designate to multiple campaigns (United Way) on one gift form as long as he/she indicates clearly which campaign applies to which designation.

BOX B — HEALTHPARTNERS

- to HEALTHPARTNERS Fund
- to a member (please refer to www.gwcc.org)

BOX C — Other Canadian Registered Charities

Indicate the following information:

- the exact name of the Canadian registered charity. This is important because many charities have similar names
- the Canadian registered charity business number contains 9 **numerical digits followed by 'RR' and 4 numerical digits (ex. 123456789RR0001)**. A Canadian registered charity number can also be obtain by calling Canada Revenue Agency at 954-0410 or 1-888-892-5667, or by referring to the Website: www.cra-arc.gc.ca or within the GIFTS System
- the city and province of the charity. This is especially important if the charity has multiple locations, for example, YMCA-YWCA
- **a minimum \$20 gift per charity**

Please verify:

- ✓ **That the total amounts reported on the Gift form are an accurate reflection of the designated amounts in Boxes A, B and C. In other words, the Gift form must balance!**
- ✓ **If the donation was made by payroll deduction, please ensure that the amount of every designation can be divided into the number of pay periods (\$1,014/26 pays = \$39 per pay)**
- ✓ **If the donation was made in cash or by cheque, please ensure that the entire payment was received.**

If any of these items are not indicated on the Gift Form, do not proceed to Step 2.
Consult the canvasser to complete the missing information.

For money raised through Special Events, please complete the Special Events Form.

STEP 2—INPUT BATCHES AND GIFT FORMS INTO THE GIFTS SYSTEM

The GIFTS system is an effective interactive computerized tracking system for Departments and Agencies. The GIFTS training is **mandatory** for every one who will operate the system. Please refer to the *GIFTS User Guide* for specific instructions on data entry. Note that you can contact the GIFTS support line at 228-6741 for further assistance.

The GIFTS system requires that donations be entered in batches, thus eliminating errors that often occur when inputting too many gift forms at one time. Batches should be treated separately and Steps 1 to 6 should be completed. This method will allow for better manageability of donations, accurate bank deposits and balanced envelopes.

Guidelines for inputting data in the GIFTS system:

- ✓ A **batch** should contain **no more than 40 gift forms**.
- ✓ An **envelope** should contain **no more than 40 gift forms**. Each envelope should balance on its own. The deposit slip(s) should total all the monies (cash & deposited cheque(s)) in the envelope. Post-dated cheques must also be included in the envelope to be deposited by United Way/Centraide Ottawa, the co-managers of the Campaign.
- ✓ If possible, complete the batch before beginning a new one. The GIFTS system will allow you to start a new batch even though another is not completed. Consult the *GIFTS User Guide* for more details.

STEP 3 — PREPARE THE ENVELOPE(S) AND THE DEPOSIT SLIP(S)

Before creating an envelope in the GIFTS system, you must gather all the gift forms to be inserted in the envelope you want to create (to a **maximum of 40 gift forms only**). You must also gather all the monies and the cheques (that can be deposited) that will be relevant to the batch(es) within the envelope in order to make your deposit at any Scotiabank in the National Capital Region. Do not forget to insert all post-dated cheques in the envelopes.

Once you have prepared and balanced the envelope, you can proceed to deposit the money and cheque(s) at the Scotiabank. Once you have made your deposit for this envelope, you can create your envelope in the GIFTS system. If you have any questions, please call your GCWCC Manager or the GIFTS support line.

STEP 4—DEPOSIT THE MONEY

Safeguards

Each person is responsible to ensure that campaign funds entrusted to him or her are properly safeguarded **at all times**. The campaign funds and gift forms must be kept in a safe or bar-locked/combination cabinet for safekeeping. Its access should be limited to the treasurer, the person responsible for data input and the campaign leader. The combination/keys to the cabinet/safe should be given to the local security office and the lock should be changed whenever there is suspicion of unauthorized access, report of a lost or stolen key or when there is a change in the personnel with access to the cabinet/safe. Frequent deposits should be made to avoid having cash and cheques on hand.

Procedures

1. Endorse each **cheque** (including post-dated) upon receipt by using the deposit stamp “Deposit to the credit of GCWCC”. To obtain the deposit stamp, contact your respective GCWC Campaign Manager. **Also, please indicate on the back of each cheque the gift form number and the deposit number.** Calculate the total amount of cheques. If there are more than two cheques, please use the electronic deposit slip – in an Excel (**see on page 15**) and fill in the details for each cheques. The Excel format deposit slip can be found on the GIFTS system under FORMS or/and in the Treasurer training material.

Please note that Scotiabank cannot check the date on the cheques being deposited. Please ensure that no post-dated cheques get deposited

2. Balance the **cash** donations with related gift forms. Sort by denominations, roll coins (if applicable) and calculate total.
3. Prepare a Scotiabank deposit slip or the electronic deposit slip (Excel format – please refer to page 15). **You can have multiple deposit slips in an envelope but your envelope must balance (i.e. the amounts deposited must total to all the cash and cheques (excluding post-dated cheques) within the envelope).**

Please note that the Scotiabank account is available all year long for all the Departments/Agencies in the National Capital Region. If you obtain money before or after the campaign, you may deposit the money in the account. **Please make sure** that you keep a copy of the details regarding the money, such as a special event. - **Please make sure** to keep a copy of; the event details and deposit information. Such as cheque details (cheque #, cheque date etc).

Deposit Slip

You will need the following information to complete each deposit slip:

- **Department/Agency ID number**
A two to three digit number, unique to every department and agency - listed **on pages 20 to 23** of this guide
- **Customer number**
This number is an identification number that allows you to make deposit in our Scotiabank from any branches in the National Capital Region. All Departments/Agencies use the **same number**. **The customer number is 6050529670804**
- **Envelope number**
The envelope number is a pre-set and unique number. The envelope number is as follows: '09G-x' where 'x' is a numerical value of **6 digits**
- **Deposit number**
Every deposit slip is numbered in sequence (found on page 20 to 23).
- **Examples of deposit slips**
There are two types of deposit slips which may be used. The following are examples of deposit slips:

1. **Example of a bank deposit slip (see page 13) – deposit with 1 cheque**


Department/Agency		Health Canada
ID number		7
Deposit #		1
Envelope number		09G-012345
Customer Number		6050529670804
Total deposit		\$210
	Cheques	1 x \$50
	Cash	1 x \$100
		1x \$20
		3 x \$10 – (\$30)
		2 x \$5 – (\$10)
Treasurer		<i>The name of the Departmental Treasurer</i>

Instructions for completion of the Scotiabank deposit slip (found below)

1. Department /Agency name.
2. Envelope number
3. I.D.#-Deposit#: For this example - '7-1' where '7' is Health Canada's deposit number (found on page 20 to 23) and '1' is the first deposit Health Canada made at the Scotiabank. This number is sequential.
4. Deposit date
5. The name of the person depositing.
6. The 'Customer Number' for all Department/Agency in the National Capital Region is **6050529670804**.
7. The name and amount of the cheque included in this deposit. If you have more than one cheque, please use the electronic deposit slip.
8. Enter the amount of cash (U.S. and Canadian), coins, and increment of dollars.

INSTRUCTIONS FOR COMPLETION ON REVERSE

1047710 12/4



Health Canada # 7-1


CONSOLIDATED CASH PLAN DEPOSIT

COMPANY NAME GCWCC (United Way/Centraide/Health Partners) NCR 096-012345				CASH	
DATE September 1st, 09	ITEMS CHEQUES - (PROVIDE TYPE LISTING) John Smith U.S. CHEQUES	NO. OF ITEMS	AMOUNT	2 X 5	10 00
DEPOSITED BY Kim Cheesman			50 00	3 X 10	30 00
				1 X 20	20 00
				X 50	
				1 X 100	100 00
				X	
				U.S. CASH	
				TOTAL CASH	160 00
				COIN	
				SUB TOTAL (BROUGHT FORWARD)	50 00
				U.S. EXCHANGE PLUS MINUS	
				TOTAL DEPOSIT	210 00
TOTAL NO. OF ITEMS					
SUB-TOTAL			50 00		

CUSTOMER NUMBER
6050529670804

SERIAL NUMBER
[] [] [] [] [] [] [] [] [] []

ACCOUNT NUMBER
001660015210

1 - BRANCH 

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1. Example of an electronic deposit slip (see page 15) – deposit with multiple cheques

Department/Agency		Health Canada
ID number		7
Deposit #		2
Envelope Number		09G-000190
Customer Number		6050529670804
Total deposit		\$835
	Cheques	4 x (\$675)
	Cash	1 x \$100
		1x \$20
		3 x \$10 – (\$30)
		2 x \$5 – (\$10)
Treasurer		<i>The name of the Departmental Treasurer</i>

Instructions for completion of the electronic deposit slip (refer to the example found on page 15)

1. Department/Agency name.
2. Envelope number
3. I.D.#-Deposit#: For this example – ‘7 -2’ where ‘7’ is Health Canada’s deposit number (found on page 20 to 23) and ‘2’ is the second deposit Health Canada has made at the Scotiabank. This number is sequential.
4. The name and amount of each cheques included in this deposit
5. Deposit date
6. The name of the person depositing.
7. The ‘Customer Number’ for all Department/Agency in the National Capital Region is **6050529670804**.
8. Enter the amount of cash (U.S. and Canadian cash), coins, and increment of dollars.

1 → Department/Agency: Health Canada

2 → ID #-Deposit #: 7-2

3 → Envelope #: 09G-000190

Cheques		Name	Amount
1		Peter Smith	\$ 50.00
2		Marie-Claude Young	\$ 25.00
3		Marc D'Aoust	\$ 100.00
4		Joan Bradford	\$ 500.00
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Cheques Sub-Total (Carry Forward)			\$ 675.00

Scotiabank Consolidated cash plan deposit		GCWCC (United Way/Centraide - Healthpartners)		Bills	
Date	# of Items	Amount			
October 1, 2009	Cheques sub-total	-	\$ 675.00	2	X 1 \$ -
Deposited by		-	\$ -	3	X 2 \$ -
Kimberly Cheesman		-	\$ -	1	X 5 \$ 10.00
		-	\$ -	3	X 10 \$ 30.00
		-	\$ -	1	X 20 \$ 20.00
		-	\$ -	1	X 50 \$ -
		-	\$ -	1	X 100 \$ 100.00
	Total no. of items	0			Total cash \$ 160.00
	Subtotal		\$ 675.00		Coin
					\$ 675.00

Customer number	Account number	TOTAL DEPOSIT	
6050529670804	00166-00152-10		\$ 835.00

4 → { Cheques list }

5 → Date

6 → Deposited by

7 → Customer number

8 → Bills

National Capital Region Scotiabank Branches

Gatineau Region

Hull

Les Galeries de Hull	320 St-Joseph Blvd.
Centre-ville	61 Promenade du Portage
Carrefour St-Joseph	1030 St-Joseph Blvd.

Gatineau

Buckingham	526 Principale Street
Centre-ville	144 de l'Hôpital Blvd
Gatineau	381 Maloney Blvd. East

Ottawa Region

Ottawa

Bank & Alta Vista	2714 Alta Vista Dr.
Bank & Fourth	828 Bank St.
Bank & Gloucester	186 Bank St.
Carleton University	1125 Colonel By Dr.
Carling & Kirkwood	1427 Carling Ave.
Carling & Parkdale	1085 Carling Ave.
Carling & Woodroffe	2121 Carling Ave.
Commercial Banking	119 Queen Street
Elgin & Frank	366 Elgin St.
Herongate Mall	1670 Heron Rd
Main Branch	118 Sparks Street
Ottawa East	65 Main St.
Ottawa South	1145 Bank St.
Paul Anka & McCarthy	3310 McCarthy Rd
Pinecrest Mall	1090 Baxter Rd
Preston & Norman	425 Preston St.
Rideau & William	117 Rideau St.
Riverside Mall	751 Ridgewood Ave.
Somerset & Bronson	661 Somerset St. West
Southgate Shopping	2515 Bank St.
Vanier	211 Montreal Rd
Westboro	388 Richmond Rd

Nepean

Barrhaven Mall	3701 Strandherd Dr.
Bells Corners	3750 Richmond Rd
Merivale & Meadowlands	1649 Merivale Rd

Kanata

Beaverbrook & Teron	2 Beaverbrook Rd
Bridlewood Shopping Centre	701 Eagleson Rd
Hazeldean Road	471 Hazeldean Rd
Kanata Town Centre	50 Katimavik Rd
Terry Fox & Campeau	8111 Campeau Dr.

Gloucester

Beacon Hill Shopping Centre	2339 Ogilvie Rd
Gloucester Centre	980 Ogilvie Rd
Orleans Gardens	1615 Orleans Blvd.
St. Laurent & Cyrville	1025 St.Laurent Blvd.

Orleans

Charlemagne Plaza	470 Charlemagne Blvd.
Place d'Orleans	110 Place d'Orleans Dr.

STEP 5 — CREATE THE ENVELOPE IN THE GIFTS SYSTEM

Only the **main Departmental Treasurer and/or Sub-Treasurers** create an envelope in the GIFTS System. Before you create the envelope, please ensure that it balances with the deposit slip(s) (cash & deposit-able cheques) and post-dated cheques of the batch(es) within the envelope.

Please refer to the GIFTS User Guide or the E-learning tool for the detailed steps to follow.

STEP 6 — SUBMIT THE ENVELOPE TO YOUR RESPECTIVE GCWCC MANAGER

For greater convenience and more accurate accounting, the GCWCC has produced standard pre-printed envelopes. **Multi-batches may be forwarded in one envelope; however, there is a maximum of 40 gift forms per envelope.** Envelopes will be distributed during the GIFTS training. Please consult your Campaign Manager should you require more.

The following is a list of items that must be included in each envelope. It is not necessary to keep copies of all documents as you can always access the GIFTS system .

- The GIFTS batch report with **only the top portion** of the corresponding gift forms
- One or numerous batches along with their GIFT batch report(s) - each batch contains one or multiple top portion of the donor gift forms and/or white copie(s) of the special event form(s)
- One or numerous deposit slips – **must reconcile with all related cash and cheques (excluding the post-dated cheques) of the gift forms within the specific envelope**
- Post-dated cheques stapled to the appropriate gift forms
- The envelope report – the GIFTS system provides an envelope report that must be printed and inserted in the envelope

The treasurer is no longer required to retain post-dated cheques thus eliminating any confusion, unbalanced envelopes and back-logged money. Cheques dated later than the day of the deposit (Post-dated cheques) must be submitted in the corresponding envelope. **Do not keep post-dated cheques for later deposits.** Attach to the gift form and submit with all documents. The GCWCC office will deposit the cheques.

To ensure accuracy of reported dollars as well as to avoid delays in processing, only submit envelopes which meet **all these criterias.**

Please note that it is imperative that you submit the envelope(s) to the GCWCC Office as soon as they are completed.

Envelopes that do not satisfy the criteria will be returned to the treasurer for further revisions.

Envelopes must be picked-up (or sent) **regularly** to your GCWCC Manager or to:

c/o United Way/Centraide Ottawa
363 Coventry Road
Ottawa, ON K1K 2C5

ATTENTION: GCWCC

CAMPAIGN WRAP-UP

However, it is likely that donations will continue to be received after the end of the campaign. Here are the guidelines for both payroll deductions and cash donations.

Payroll Deductions

All the payroll deductions detachable bottom portion of the gift form must be forwarded to your pay office by **Friday, November 14, 2009**. All payroll deductions will begin in January 2010.

However, donations made by payroll deduction and received after the termination date must be submitted to the Personnel — Pay and Benefits Office on a PWGSC-TPSGC 2517T (Personnel-Pay Input Form) or a PWGSC-TPSGC 2549 (Personnel-Pay Input and Time Summary Form). Payroll deductions reported on these forms must be adjusted to reflect the total pledge over the remaining pay periods in 2009. **It is recommended that you consult your Personnel — Pay and Benefits Office to confirm the applicable procedure for your department/agency.**

Cash Donations

Any cash, cheque and/or credit card donations made after December 31st, 2009 will be receipted the following year. You must deposit the cash and cheques. Enter the information in the GIFTS system and forward it to the GC office promptly, especially for credit card payments.

Unused Material

After the campaign, it is recommended that you keep the unused deposit slip(s) and the stamp(s) for future use. All the unused processing envelopes **must be returned** to your respective GCWCC Manager. Please shred all unused donor gift forms and special event forms.

Income Tax Receipt

Each department/agency is **responsible for distributing the official income tax receipts** to cash, cheque or credit card donors. Receipts will be prepared by the GCWCC office and forwarded to the campaign treasurer or campaign leader. **A minimum of \$20 gift (cash, cheque and credit card) is required for a tax receipt.**

For those contributing by payroll deduction, the amount of the donation will appear on their statement of earnings (T-4), which will serve as the official receipt. The GCWCC office is not involved in receipting donations made by payroll deductions.

DEPARTMENTAL IDENTIFICATION NUMBER CAMPAIGN 2009

DEPARTMENT/AGENCY	Deposit #
Agriculture and Agri-Food Canada (AGR)	11
Atlantic Canada Opportunities Agency (ACO)	12
Atomic Energy of Canada Limited (AEC)	13
Canada Border Services Agency (BSF)	162
Canada Council for the Arts (CCL)	15
Canada Economic Development (FRD)	16
Canada Deposit Insurance Corporation (DIC)	171
Canada Industrial Relations Board (CIR)	17
Canada Mortgage and Housing Corporation (CMH)	19
Canada Public Service Agency (HRH)	160
Canada Revenue Agency (NAR)	161
Canada School of Public Service (CES)	21
Canada Science and Technology Museum Corporation (NST)	60
Canadian Artists and Producers Professional Relations Tribunal (APT)	85
Canadian Broadcasting Corporation (CBC)	20
Canadian Commercial Corporation (CCC)	22
Canadian Dairy Commission (CDC)	23
Canadian Forces Grievance Board (FCG)	184
Canadian Food Inspection Agency (ICA)	101
Canadian Heritage (PCH)	6
Canadian Human Rights Commission (HRC)	24
Canadian Human Rights Tribunal (PTP)	25
Canadian Institutes of Health Research (CRI)	94
Canadian Intergovernmental Conference Secretariat (CIC)	26
Canadian International Development Agency (IDA)	27
Canadian International Trade Tribunal (BCO)	28
Canadian Museum of Civilization Corporation (CMC)	29

DEPARTMENT/AGENCY	Deposit #
Canadian Museum of Nature (MNS)	30
Canadian Nuclear Safety Commission (CSN)	93
Canadian Radio-television and Telecommunications Commission (RTC)	31
Canadian Security Intelligence Service (PAY)	32
Canadian Space Agency (CSA)	33
Canadian Transportation Agency (ATN)	34
Citizenship & Immigration Canada (IMC)	35
Competition Tribunal (RCT)	96
Correctional Service Canada (PEN)	37
Courts Administration Service (CAJ)	158
Defence Construction Canada (DCC)	38
Department of Finance Canada (FIN)	42
Department of Justice Canada (JUS)	51
Elections Canada (CEO)	39
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ORGANIZATIONS/AGENCIES NATIONAL CAPITAL REGION

You will find the 2009 list of the member agencies for the three stakeholders, that is, United Way/Centraide Ottawa, Centraide Outaouais and HEALTHPARTNERS by consulting the GCWCC Website. Please access to www.gcwcc.org

UNITED WAY /CENTRAIDE ACROSS CANADA



YUKON TERRITORY			
Society of the Yukon	01166	Elrose & District United Appeal	01112
		Estevan	01056
		Eston	01114
BRITISH COLUMBIA		Regina	01012
Campbell River & District	01354	Saskatoon & Area	01030
Castlegar District	01304	Swift Current	01061
Central and South		Weyburn & District	01049
Okanagan/Similkameen	01050	Yorkton & District	01075
Central & Northern Vancouver			
Island	01407	MANITOBA	
Cowichan	01098	Brandon & District Inc.	01042
Cranbrook and Kimberley	01071	Carberry & North Cypress	01163
Fraser Valley	01153	Carman and Community Inc.	01403
Greater Victoria	01029	Morden & District	01066
Lower Mainland	01024	Neepawa & District Inc.	01169
North Okanagan		Portage Plains	01069
Columbia Shuswap	01103	The Pas & District	01155
Powell River & District	01139	Thompson	01150
Prince George	01077	Winkler & District	01132
Thompson, Nicola, Cariboo	01043	Winnipeg	01014
Trail and District	01062		
		NORTHWEST TERRITORIES	
ALBERTA		Yellowknife	01405
Alberta Capital Region	01013		
Calgary and Area	01036		
Central Alberta	01028		
Fort McMurray	01340		
Grande Prairie & Region	01134		
Hinton	01168		
Lakeland	01158		
Lloydminster & District	01167		
South Eastern Alberta	01026		
South Western Alberta	01023		
Slave Lake Society	01165		
SASKATCHEWAN			
Battlefords Inc.	01330		

ONTARIO		Gatineau-Labelle-Hautes-Laurentides	01152
Ajax-Pickering-Uxbridge	01099	Grand Montréal	01003
Brant	01031	Haute-Côte-Nord/Manicouagan	01145
Bruce Grey	01401	KRTB-Côte-du-Sud	01085
Burlington and Greater Hamilton	01033	Lanaudière	01337
Cambridge and North Dumfries	01074	Laurentides	01084
Chatham-Kent	01039	Mauricie	01060
City of Kawartha Lakes	01121	Outaouais	01002
Community Services of Guelph and Wellington	01041	Québec et Chaudière-Appalaches	01022
Elgin-St. Thomas	01078	Richelieu-Yamaska	01052
Greater Simcoe County	01058	Saguenay-Lac-Saint-Jean	01343
Haldimand and Norfolk	01322	Sud-Ouest du Québec	01347
Halton Hills	01357		
Huron	01164	NEW BRUNSWICK	
Kingston, Frontenac		Central N.B./Région du Centre du	
Lennox & Addington	01032	N.-B. Inc.	01016
Kirkland Lake & District	01059	Greater Moncton & Southeastern	
Kitchener-Waterloo and Area	01051	New Brunswick Region Inc.	01017
Lanark County	01359	Greater Saint John Inc.	01005
Leeds and Grenville	01120		
London & Middlesex	01019	NOVA SCOTIA	
Milton	01351	Cape Breton	01008
Niagara Falls and Greater Fort Erie	01011	Colchester County	01046
Northumberland	01073	Cumberland County	01034
Oakville	01067	Halifax Region	01025
Oshawa-Whitby-Clarington-Brock & Scugog	01047	Lunenburg County	01406
Ottawa	01001	Pictou County	01081
Oxford	01072		
Peel Region	01063	PRINCE EDWARD ISLAND	
Perth County	01123	Prince Edward Island	01015
Peterborough & District	01045		
Porcupine	01068	NEWFOUNDLAND	
Prescott-Russell	01400	Avalon	01404
Quinte	01018		
Sarnia-Lambton	01020	UNITED WAY OF CANADA - CENTRAIDE	
Sault Ste. Marie	01037	CANADA	01350
South Georgian Bay	01087		
South Niagara	01044		
St. Catharines & District	01021		
Stormont, Dundas & Glengarry	01038		
Sudbury and/et District	01344		
Thunder Bay	01010		
Toronto	01027		
Toronto Areawide	01408		
Upper Ottawa Valley Inc.	01076		
Windsor-Essex County	01040		
York Region	01336		
QUÉBEC			
Abitibi Témiscaminque et Nord-du-Québec	01149		
Bas-Saint-Laurent	01346		
Centre-du-Québec	01086		
Duplessis	01162		
Estrie	01083		

ANNEX A

Letter 1:

To: _____ Phone Number: _____

These donors have been seconded to our Department and wish to donate towards your campaign. Their donation should count for your campaign therefore I am forwarding their gift form(s) to you so they can be entered into the GIFTS System under your Department/Agency.

Thank You

From: _____ Telephone #: _____

A : _____ # de téléphone : _____

Ces donateurs ont été prêtés à notre ministère et désire que leur don compte pour votre campagne. Leur don devrait compter pour votre campagne donc je vous envoie leur formulaire de don afin d'être entré dans le système DONS sous votre ministère/agence.

Merci

De : _____ # de Téléphone : _____

Letter 2:

To: _____ Phone Number: _____

These donors have been seconded to our Department and have donated towards our campaign. They wish to donate through payroll deductions; therefore the detachable bottom portion of their gift form must be forwarded to your payroll office.

Please forward the enclosed GCWCC detachable bottom portion of their gift form(s) to your payroll office as soon as possible.

Thank You

From : _____ Telephone # : _____

A : _____ # de téléphone : _____

Ces donateurs ont été prêtés à notre ministère et ont contribué à notre campagne. Ils désirent donner par retenues à la source, et pour ce faire, la portion détachable au bas de leur formulaire de don doit être acheminée à votre bureau de paye.

Je vous saurais gré d'acheminer dès que possible la portion détachable au bas de leur formulaire de don à votre bureau de paye.

Merci

De : _____ # de téléphone : _____