



Be a **star** in someone's life. **Support the GCWCC.**  
Soyez **l'étoile** dans une vie. **Appuyez la CCMTGC.**

---

# Treasurer Guide



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

363 Coventry, Ottawa (Ontario) K1K 2C5 | tel/tél. : 613-228-6700 | fax/télé. : 613-228-6722

[www.gcwcc.org](http://www.gcwcc.org) | [www.ccmtgc.org](http://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.

# Table of Contents

Introduction .....	2
Treasurer Roles and Responsibilities.....	2
Objectives .....	3
Special Consideration.....	3
Licensing and Receipting .....	3
Six Easy Steps to Campaign Administration.....	4
Step 1 — Review Information.....	5
Step 2 — Input Batches and Gift Forms into the GIFTS System .....	7
Step 3 — Prepare the envelope(s) and the deposit slip(s).....	8
Step 4 — Deposit the Money .....	9
Step 5 — Create the Envelope in the GIFTS System .....	14
Step 6 — Submit the Envelope to your respective GCWCC Manager .....	15
Campaign Wrap-Up .....	16
Payroll Deductions .....	16
Cash Donations.....	16
Unused Materials .....	16
Income Tax Receipts.....	16
United Way/Centraide Across Canada.....	17

*All information about Healthpartners, and  
United Way/Centraide was provided by those respective organizations. Each is responsible for the accuracy of  
its information*

# Introduction

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 your GCWCC Manager

## 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 for GIFTS users)  
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 bank account.
8. Ensure the payroll white gift form copies **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 tear-away piece of the gift form 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 50 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/ECC 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 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. (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 but recommended.
- ✓ Date of transaction: please put the date the donor completed the gift form.
- ✓ The **Gift form** must be distributed as follows:
  - ❖ Main portion (top) Must be forwarded to the GCWCC office.
  - ❖ Tear Away portion (bottom) Payroll (**for payroll deduction only**)  
The donor could keep it if the method of payment is not a payroll deduction.
- ✓ The **Special Event form** is produced in two copies and must be distributed as follows:
  - ❖ Copy #1 white Department/Agency
  - ❖ Copy #2 yellow GCWCC office

## 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 field of service for any United Way/Centraide in Canada.

*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.gcwcc.org](http://www.gcwcc.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 obtained by calling Canada Revenue Agency at 954-0410 or 1-888-892-5667, or by referring to the Website: **[www.cra-arc.gc.ca](http://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 (may vary-consult your GCWCC Manager)**

#### **Please verify:**

- ✓ That the amounts reported at the top of 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 may contact your GCWCC Manager 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 50 gift forms**.
- ✓ An **envelope** should contain **no more than 50 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, the manager 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 50 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. 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). 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.

## 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

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 GCWCC Manager. Also, please indicate on the back of each cheque the gift form number and the deposit number. Calculate the total amount of 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 a bank cannot check the date on the cheques being deposited. Please ensure that no post-dated cheques get deposited

Balance the cash donations with related gift forms. Sort by denominations, roll coins (if applicable) and calculate total.

Prepare a bank deposit slip or the electronic deposit slip. 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).

### 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
- **Customer number**  
This number is an identification number that allows you to make deposits in the bank. All Departments/Agencies use the **same number**.
- **Envelope number**  
The envelope number is a pre-set and unique number. The envelope number is as follows: ‘07G-x’ where ‘x’ is a numerical value of **6 digits**.
- **Deposit number**  
Every deposit slip is numbered in sequence.
- **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 11) – deposit with 1 cheque**

Department/Agency		Agriculture and Agri-Food Canada
ID number		11
Deposit #		1
Envelope number		07G-000012
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 a bank deposit slip (found below)**

1. Department / Agency name.
2. Envelope number
3. I.D.#-Deposit#: For this example - '11 -1' where '11' is Agriculture and Agri-Food Canada's deposit number and '1' is the first deposit Agriculture and Agri-Food Canada made at the Scotiabank. This number is sequential.
4. Date of the deposit
5. The name of the person depositing.
6. The 'Customer Number' for all Department/Agency
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.

Agriculture & Agri-Food Canada Rotate Clockwise

**Scotiabank** CONSOLIDATED CASH PLAN DEPOSIT

11-1

INSTRUCTIONS FOR COMPLETION ON REVERSE

1044710 12/96

4

5

6

7

3

2

8

DATE		ITEMS	NO. OF ITEMS	AMOUNT	CASH	
September 1 <sup>ST</sup> , 07		CHEQUES - (PROVIDE SPELLING)	1	50 00	X 2	
DEPOSITED BY		U.S. CHEQUES			X 5	10 00
M-C Young		VISA			X 10	30 00
CUSTOMER NUMBER		TOTAL NO. OF ITEMS			X 20	20 00
6050152916710804		SUB-TOTAL		50 00	X 50	
ACCOUNT NUMBER					X 100	100 00
001660015210					X	
SERIAL NUMBER					U.S. CASH	
					FLD 4 TOTAL CASH	160 00
					FLD 5 COIN	
					SUB TOTAL (BROUGHT FORWARD)	50 00
					U.S. EXCHANGE PLUS MINUS	
					TOTAL DEPOSIT	210 00

1 - BRANCH

™ Trademark of the Bank of Nova Scotia

2. **Example of an electronic deposit slip (see page 13) – deposit with multiple cheques**

Department/Agency		Agriculture and Agri-Food Canada
ID number		11
Deposit #		2
Envelope Number		07G-023456
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 13)**

1. Department/Agency name.
2. Envelope number
3. I.D.#-Deposit#: For this example – ‘11 -2’ where ‘11’ is Agriculture and Agri-Food Canada’s deposit number and ‘2’ is the second deposit Agri-Food Canada has made at the Scotiabank. This number is sequential.
4. The name and amount of each cheques included in this deposit
5. Date of the deposit
6. The name of the person depositing.
7. The ‘Customer Number’ for all Department/Agency.
8. Enter the amount of cash (U.S. and Canadian cash), coins, and increment of dollars.

1

2

3

<b>Department/Agency:</b> Agriculture and Agri-Food Canada		<b>ID #/Deposit #:</b> 11-2	
<b>Cheques</b>		<b>Envelope #:</b> 07G-023456	
<b>Name</b>	<b>Amount</b>		
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			
<b>Cheques Sub-Total (Carry Forward)</b>		<b>\$ 675.00</b>	

4

<b>Scotiabank Consolidated cash plan deposit</b>		<b>Bills</b>			
<b>GCWCC (United Way/Centraide - Healthpartners)</b>					
<b>Date</b>	<b># of Items</b>	<b>Amount</b>			
October 10, 2007	Cheques sub-total	- \$ 675.00	2	X 1	\$ -
			3	X 2	\$ -
			1	X 5	\$ 10.00
			1	X 10	\$ 30.00
				X 20	\$ 20.00
				X 50	\$ -
			1	X 100	\$ 100.00
<b>Deposited by</b>				<b>Total cash</b>	<b>\$ 160.00</b>
Marie-Claude Young				<b>Coin</b>	
	<b>Total no. of items</b>	0			
<b>Subtotal</b>		<b>\$ 675.00</b>			<b>\$ 675.00</b>
<b>Customer number</b>	<b>Account number</b>	<b>TOTAL DEPOSIT</b>		<b>\$</b>	<b>835.00</b>

5

6

7

8

## Step 5 — Create the Envelope in the GIFTS System

Only the **main Departmental Treasurer and/or Sub-Treasurers** can 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 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 50 gift forms per envelope. Envelopes were distributed at training. Please consult your GCWCC 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 .**

- Hand-written canvasser report, the GIFTS batch report and the corresponding gift forms (main body of the Gift Form)
- One or numerous batches along with their GIFT batch report(s) - each batch contains one or multiple gift forms (donor gift forms and/or special events forms)
- 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 will give you the opportunity to print the envelope report during the creation of that 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 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 criteria.**

**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 by your GCWCC Manager.

## Campaign Wrap-Up

All final accounting reports, including the GIFTS Report, Gifts Designations Report and Summary of Deposits, must be provided to your GCWCC Manager at the end of your campaign.

Here are the guidelines for both payroll deductions and cash donations.

### Payroll Deductions

Use of the on-line pay input system means all payroll deductions must be processed by a specific termination date identified by each respective payroll office. If processed before that date, all payroll deductions will begin in January of the upcoming calendar year.

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 the upcoming calendar year. **It is recommended that you consult your Personnel — Pay and Benefits Office to confirm the applicable procedure for your department/agency.**

The treasurer must forward the Gift Forms (top portion) and a photocopy of the Canvasser Report to the GCWCC Manager. The GCWCC office will update your campaign results in the GIFTS system and provide you with an updated report.

### Cash Donations

For cash donations received after the termination date, the gift form, the canvasser report and the deposit slip must be forwarded to your GCWCC Manager. The GCWCC office will update your campaign results in the GIFTS system and provide you with an updated report. Any cash donation after December 31<sup>st</sup>, 20XX received at the GCWCC office will be receipted the following year.

### Unused Materials

After the campaign, please 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 gift forms.

### Income Tax Receipts

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.** (Consult your GCWCC Manager for more information).

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.

# United Way/Centraide Across Canada



## YUKON TERRITORY

Yukon 01166

## BRITISH COLUMBIA

Campbell River & District 01354

Castlegar District 01304

Central and South Okanagan/Similkameen 01050

Central & Northern Vancouver Island 01048

Cowichan 01098

Cranbrook 01071

Fraser Valley 01153

Greater Victoria 01029

Lower Mainland 01024

Northern British Columbia 01077

North Okanagan Columbia Shuswap 01103

Powell River & District 01139

Thompson, Nicola, Cariboo 01043

Trail and District 01062

## ALBERTA

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

Elrose & Corp. 01112

Estevan 01056

Eston 01114

Regina 01012

Saskatoon & Area 01030

Swift Current 01061

Weyburn & District 01049

Yorkton & District 01075

## MANITOBA

Brandon & District 01042

Carberry & North Cypress 01163

Carman and Community Inc. 01403

Morden & District 01066

Neepawa & District Inc. 01169

Portage Plains 01069

The Pas & District 01155

Thompson 01150

Winkler & District 01132

Winnipeg 01014

## NORTHWEST TERRITORIES

Yellowknife 01405

**ONTARIO**

Ajax-Pickering-Uxbridge	01099
Brant	01031
Bruce Grey	01401
Burlington and Greater Hamilton	01033
Cambridge and North Dumfries	01074
Chatham-Kent	01039
City of Kawartha Lakes	01121
Elgin-St. Thomas	01078
Greater Fort Erie	01035
Greater Toronto	01027
Greater Simcoe County	01058
Guelph and Wellington	01041
Haldimand & Norfolk	01322
Halton Hills	01357
Huron	01164
Kingston, Frontenac	
Lennox & Addington	01032
Kirkland Lake & District	01059
Kitchener-Waterloo and Area	01051
Lanark County	01359
Leeds and Grenville	01120
London & Middlesex	01019
Milton	01351
Niagara Falls	01011
Northumberland	01073
Oakville	01067
Oshawa-Whitby-Clarington-Brock & Scugog	01047
Ottawa	01001
Oxford	01072
Peel Region	01063
Perth County	01123
Peterborough & District	01045
Porcupine	01068
Prescott-Russell	01400
Quinte	01018
Sarnia-Lambton	01020
Sault Ste. Marie	01037
South Georgian Bay	01087
South Niagara	01044
St. Catharines & District	01021
Stormont, Dundas & Glengarry	01038
Sudbury & District	01344
Thunder Bay	01010
Upper Ottawa Valley Inc.	01076
Windsor-Essex County	01040
York Region	01336

**QUÉBEC**

Abitibi-Témiscamingue et Nord du Québec	01149
Bas-Saint-Laurent	01346
Centre-du-Québec	01086
Duplessis	01162
Estrie	01083

Gaspésie-Îles-de-la-Madeleine	01360
Gatineau-Labelle-Hautes Laurentides	01152
Grand Montréal	01003
Haute-Côte Nord/Manicouagan	01145
Lanaudière	01337
Laurentides	01084
Mauricie	01060
Outaouais	01002
Portage-Taché	01085
Québec	01022
Richelieu-Yamaska	01052
Saguenay-Lac-Saint-Jean	01343
Sud-Ouest du Québec	01347

**NEW BRUNSWICK**

Central N.B./Région du Centre du N.-B. Inc.	01016
Greater Moncton & Southeastern New Brunswick Region Inc.	01017
Greater Saint John Inc.	01005

**NOVA SCOTIA**

Cape Breton	01008
Colchester County	01046
Cumberland County	01034
Halifax Region	01025
Lunenburg County	01406
Pictou County	01081

**PRINCE EDWARD ISLAND**

Prince Edward Island	01015
----------------------	-------

**NEWFOUNDLAND**

Avalon	01404
--------	-------

**UNITED WAY OF CANADA - CENTRAIDE CANADA**

01350