

CRA Questionnaire and Suggested Responses

Re: Global Learning Gifting Initiative 2009 Tax Shelter
Tax Shelter Registration # TS 070003

The Canada Revenue Agency (“CRA”) is reviewing your claim for donations in relation to the Global Learning Gifting Initiative 2009 Tax Shelter (“the donation program under audit”). Pursuant to section 231.1 of the *Income Tax Act*, please provide the following documentation and/or information as well as a copy of this completed questionnaire.

(1) A list of all of the charitable donations made in connection with the donation program under audit indicating if the donation was in the form of cash or an in kind donation (i.e. property).

	Name of Charity	Amount	Cash	In Kind
1.	<i>Glooscap Heritage Society (GHS)</i>	\$ _____ <i>(insert total amount of all GHS tax receipts)</i>	\$ _____ <i>(insert amount indicated on GHS tax receipt of cash donation)</i>	\$ _____ <i>(insert amount indicated on GHS tax receipt of GIK donation)</i>
2.	<i>Malvern Rouge Valley Youth Services (MRVYS)</i>	\$ _____ <i>(insert amount indicated on MRVYS tax receipt)</i>	\$ _____ <i>(insert amount indicated on MRVYS tax receipt of cash donation)</i>	\$ _____ <i>(insert amount indicated on MRVYS tax receipt of GIK donation)</i>
3.		\$ _____	\$	\$ _____
4.		\$	\$	\$
	Total	\$ _____ <i>(total of above)</i>	\$ _____ <i>(total of above)</i>	\$ _____ <i>(total of above)</i>

(2) As a participant in the donation program under audit, you should have received one or more “Statements of Tax Shelter” information forms (form T5003), Provide copies of any T5003 forms that you received in connection with the donation program under audit.

Suggested answer: As filed

(3) Please provide a photocopy of the following documents:

(i) Official receipts to support each donation listed in (1) above if you did not file a tax return in paper form with accompanying receipts (i.e. you e-filed or net-filed and did not submit the official receipts).

Suggested answer (choose one):

If you e-filed write: *As filed*

OR

If you paper-filed write: *I paper-filed and sent the receipts with the return.*

(ii) Proof of cash payment for each cash donation listed in (1) above (i.e. copies of front and back of each cancelled cheque, bank draft etc.).

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

If you made a cash donation, then you must include a copy of the front and back of all cancelled cheque(s) to either the Malvern Rouge Valley Youth Services or to Glooscap Heritage Society. If you do not have the cancelled cheques you must contact your bank and ask for a copy.

(iii) Proof of your ownership of the property that you donated as in kind gifts listed in (1) above. (The documentation must include a detailed description of the property donated, the person from whom you received the property, the date ownership was transferred to you, the amount paid by you for the property and proof that ownership was transferred to you).

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

A detailed description of the donated property appears in the donation receipt from Malvern Rouge Valley Youth Services or Glooscap Heritage Society as well as the Assignment of Licences.

(4) Did you claim the total amount in (1) on your 2009 Income Tax Return (line 340 "Allowable charitable donations and government gifts")? Yes _____ No ____

For most people the response will be "Yes". If you claimed the entire amount in 2009 mark "Yes" and skip to question 7. If not, then mark "No" and answer questions 5 and 6.

(5) If you responded "no" to question (4), did you transfer any portion of the total amount in (1) to your spouse? Yes _____ No _____

The question is asking if you transferred all or a portion of your donation amount to your spouse. Please note that a spouse includes a common law partner. If you claimed the entire amount in 2009 then leave this section blank.

If you did transfer a portion to your spouse then mark "YES". If you did not claim it all in 2009 and did not transfer any amounts to a spouse then mark "NO".

If you did transfer a portion to your spouse, then fill in the rest of the question.

If “yes”, please provide the following details:

Amount transferred? \$ _____

Spouse’s full name _____

Spouse’s Social Insurance Number _____

(6) If you responded “no” to question (4), did you carry forward a portion of your 2009 donations related to the donation program under audit and claim a portion on your 2010 Income Tax Return?
Yes _____ No _____

If “yes”, what was the amount claimed in 2010?

\$ _____

What is the amount that you are carrying forward to future years beyond 2010? \$ _____

(7) Did the amount of your claim on your 2009 Income Tax Return (line 340 “Allowable charitable donations and government gifts”) include any amounts carried forward from a year prior to 2009?

Yes _____ No _____

If “yes”, please provide an itemized list in the space below indicating the name of the charity, the date the donation was made and the amount. If a donation was related to a Gifting Arrangement Tax Shelter, include the tax shelter identification number (i.e. TS plus a six digit number) and the name of the Tax Shelter.

Tax Shelter Identification Number (if applicable)	Tax Shelter Name (if applicable)	Name of Charity	Date donation was made	Amount of donation claimed in 2009 \$

If you have a donation carry forward from a year before 2009 (2008, 2007 etc) you will need to answer based on your own particular information, which GLGI would not have. If in 2009 you used a carry forward prior years, the information should be in your tax return. Fill in the requested information in the Box in question 6.

(8) Did you e-file or net-file your 2009 Income Tax Return? Yes _____ No _____

If “yes”, provide a completed copy of Schedule 9 - Donations and Gifts from your 2009 Income Tax Return and copies of all official receipts to support your charitable donation claims in 2009. (Other than those that you have already provided in response to (3) above). Please note that these receipts will not be returned to you.

(9) As a participant in the donation program under audit, you may have made payments other than for the donations listed above, e.g. donations made to be qualified as a beneficiary of a Trust and escrow agent fees. Attach details and proof of each of these payments, including copies of the front and back of any cancelled cheques used to make the payments.

Suggested answers (choose one): I chose to engage an escrow agent. I cannot find my copies of these documents. I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.

Attach a copy of the front and back of your cancelled cheque to EscrowAgent Inc.

OR

I choose to engage an escrow agent (“EscrowAgent Inc”) I arranged for the payment to the escrow agent to retain them to act on my behalf. CRA can readily ascertain from EscrowAgent Inc proof that they received payment in full to represent me.

(10) Did you seek any independent professional advice or opinions related to the donation program under audit, i.e. tax opinion, legal opinion, valuation opinion or advice from CRA ? If so, attach details of information obtained and copies of the relevant documents.

Suggested answers (choose one):

___ I had access to the independent valuation prepared by emc partners and had confirmation of the valuation methodology posted on the program’s website. I was aware Global Learning Group Inc. had a favourable tax opinion.

OR

___ I had access to the independent valuation prepared by emc partners and had confirmation of the valuation methodology posted on the program’s website. I was aware Global Learning Group Inc. had a favourable tax opinion. In addition I did seek professional advice or opinions related to the Global Learning Group Inc. (“GLGI”) donation program. Any legal advice is confidential and will not be provided to the CRA.

(11) Provide the name(s) of the individual(s) or entity(s) that arranged for the gifting of your donation.

Suggested answer:

Name: *GLGI*

Street Address: *1816 CrowChild Trail NW*

City, Province, Postal Code: *Calgary, AB, T2M 3Y7*

Tel: *(905) 947-4565*

(12) Were you restricted as to which registered charity or other qualified donee ("charity") would be in receipt of your gift? Yes _____ No X

Mark "No"

If "no", attach details as to how you were directed to select the receiving charity.

Suggested answer:

I choose the [name of charity] because I was of the view that they needed the courseware in their adult computer literacy initiative.

(13) For all in-kind property donated:

i) Did you have an option of retaining possession of the courseware licenses?

Yes X No _____

Mark "Yes"

ii) Did you retain possession of the licenses?

Yes _____ No X

Mark "No"

If "No", why did you choose not to retain possession of the licenses?

Suggested answer:

I choose not to retain possession of the licenses as it was my intention to donate the courseware. It is my understanding that the charity needed the courseware in its adult computer literacy program.

iii) Regardless of whether you donated or retained possession of them, were you provided with information on how to obtain access to the courseware licences should you wish to keep them and on

any restrictions in place governing their acceptable use? (i.e. whether it had to be used only for personal use, if you could donate it to any organization you wished, or if you could sell/sub-license the property).

Yes No

Mark "Yes"

If yes, please provide details.

Suggested answer:

Details were provided within the "Canadian Helping Canadians" pamphlet.

(14) Please provide the following information regarding your Application to Global Learning (2004) (the "Trust"):

i. Who did you appoint as your agent when you applied to be a Capital Beneficiary of the Trust?

Suggested answer: **EscrowAgent Inc.**

ii. What Responsibilities did you delegate to your agent regarding any property to be distributed by the Trust to you?

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

iii. How did you verify that the responsibilities you delegated to your agent were carried out by your agent?

Suggested answers (choose one):

 I donated both courseware licenses and cash. I received an email of both (i) notice of the trustee's approval of such application, and (ii) notice of the trust's declaration of distribution to me of property. I received the donation receipts from the Foundation and from the charity.

OR

 I donated only courseware. I received an email of both (i) notice of the trustee's approval of such application and (ii) notice of the Trust's declaration of distribution to me of property. I received the donation receipt from the Foundation.

iv. How did you know that you were a Capital Beneficiary of the Global Learning Trust (2004)? How were you notified? When were you notified? Please provide confirmation.

Suggested answer:

I received an email from EscrowAgent Inc indicating that I was a beneficiary of the Trust. I received this email a few days after submitting my application. Please see copy of email attached.

v. Please provide a copy of your authorization to your agent to act on your behalf including emails.

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

vi. Please provide copies of all your written communication with your agent including emails.

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

vii. How did you know how many title and licenses of “educational courseware” the Trustee of the Trust would distribute to you?

Suggested answer:

I did not know if I would be accepted as a beneficiary and if accepted that I would receive a distribution or the amount of any distribution. In my application to become a capital beneficiary of the Trust, I indicated how much in dollar terms of the courseware licenses that I wished to receive.

viii. As part of the Application, there was a spot where you were to indicate the value of the courseware you wished to receive. Did you receive the amount you requested?

Yes _____ No _____

Mark “No”

If no, please provide details.

Suggested answer:

I received an amount close to the dollar value I had requested. The amount given to me differed from my request as it was based on the confirmed Fair Market Value of the courseware.

ix. Please describe the “educational courseware” that was distributed to you from the Trust. Please provide an itemized list of the license that were distributed to you indicating which, if any, were associated with a physical CD-ROM.

Suggested answer: **See my donation receipt from Malvern Rouge Valley Youth Services as filed.**

OR

See my donation receipt from Glooscap Heritage Society as filed.

(15) Please provide the following information regarding your appointment of an escrow agent:

i. Why did you appoint an escrow agent?

Suggested answer: **To carry out my instruction in Directions One and Two**

ii. Who is the escrow agent you appointed?

Suggested answer: **See answer to 14(i)**

iii. What responsibilities did you delegate to the escrow agent?

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

iv. How did you verify that the responsibilities you delegated to the escrow agent carried out by the escrow agent?

Suggested answer: See answer to 14(iii)

v. Please provide a copy of your authorization(s) to the escrow agent.

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

vi. Please provide copies of all your communication with the escrow agent.

Suggested answer: *I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.*

vii. If not already gathered in response to question 9, please include cancelled cheques of all fees you paid to the escrow agent.

Suggested answers (choose one):

I cannot find my copies of these documents. I have contacted the relevant parties, and they are in the process of obtaining them. I will forward to you as soon as I have them.

OR

I arranged payment to retain the escrow agent to act solely on my behalf and only in accordance with my Direction One and Two that I had delivered to my escrow agent.

viii. If you did not pay the escrow agent for these service who paid the fees? Were they paid on your behalf? Please provide copies of any documentation you received in this regard.

Suggested answers (choose one):

___ N/A

OR

___ See my answer to 14(vii)