



Canada Revenue  
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# General Index of Financial Information (GIFI)

## Is this guide for you?

All corporations—except for insurance corporations—and all partnerships can file using the General Index of Financial Information (GIFI). For more information, see page 5 of this guide.

This guide provides general information and explains how to use the GIFI.

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## General Index of Financial Information (GIFI)

You have to include financial statement information when you file a *T2 Corporation Income Tax Return* or a *T5013 Partnership Information Return*. The GIFI is an extensive list of financial statement items, where each item has a unique code (for example, cash is 1001). When you use the GIFI, do not submit your financial statements with your return and schedules. If we need your traditional financial statements, we will ask for them.

You can find a complete listing of GIFI items and their codes in Appendix A on page 16.

### When do you use the GIFI?

Use the GIFI to submit your financial statement information for both paper- and Internet-filed returns.

#### Note

A T5013 return can only be filed on paper.

For more information about our Internet filing service for corporations, go to [www.cra.gc.ca/corporation-internet](http://www.cra.gc.ca/corporation-internet).

### Can I file using My Business Account or the Represent a Client service?

You can file corporation returns online using the “Transmit a return” service at:

- [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives), if you are an authorized representative or employee; or
- [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount), if you are the business owner.

### How do you use the GIFI?

The GIFI is available as part of both T2 tax and partnership information return preparation software programs certified by the Canada Revenue Agency (CRA). It is also included in some utility programs that allow you to import information from an accounting software program to a return preparation program. If you do not use return preparation software, see “What is the GIFI-Short?” on this page, “GIFI schedules for corporations” on page 5, or “GIFI schedules for partnerships” on page 6. Once you choose a GIFI code for each item you report on your financial statements, only the item code and amount will be included on your return.

### What level of detail is required with the GIFI?

We need the same level of detail with the GIFI as we needed from traditional financial statements. For example, if your financial statements include 40 items such as cash, accounts receivable, total assets, sales, cost of sales, income taxes, and net income after taxes, we expect that same number of GIFI codes. There is **no** minimum number of GIFI codes needed for your return to be accepted. We need as many GIFI codes as it takes to represent your balance sheet and income statement in their entirety.

#### Note

Although you need to keep the working papers used to show the accounts or sub-accounts that make up a financial statement item, do **not** submit them when filing your return.

### What about notes to the financial statements?

Submit any notes to your financial statements with your GIFI information. If you file a *T2 Corporation Income Tax Return* electronically, include the notes in text format with your transmission. Your software package should enable you to transfer the notes to the file you are transmitting, without rekeying. If you file a paper *T2 Corporation Income Tax Return* or a *T5013 Partnership Information Return*, include a paper copy of your notes.

For examples on how to complete the notes checklist and the notes to the financial statements, see page 7 and the following pages of this guide.

### What is the GIFI-Short?

The GIFI-Short is intended for corporations only. If your corporation does not use return preparation software, and has both gross revenue and assets of less than one million dollars each, use the paper version of the GIFI—Form T1178, *General Index of Financial Information—Short*. You can choose from about 100 commonly used balance sheet and income statement items. A separate selection of income statement items that can be used by farming corporations is also included.

### What are GIFI schedules?

Schedules T2SCH100, *Balance Sheet Information*, T2SCH101, *Opening Balance Sheet Information*, and T2SCH125, *Income Statement Information*, provide spaces in column format for you to write your GIFI field codes and corresponding amounts. Schedule T2SCH141, *Notes Checklist*, is for completing the notes checklist.

#### Note

If you file a T2 return without using tax preparation software or Form T1178, you can use the GIFI schedules.

If you file a T5013 return, you should use the GIFI schedules for partnerships. Schedules T5013 SCH 100, *Balance Sheet Information*, and T5013 SCH 125, *Income Statement Information*, provide spaces in column format for you to write your GIFI field codes and corresponding amounts. Schedule T5013 SCH 141, *Financial Statement Notes Checklist*, is for completing the notes checklist.

### Where can you get a copy of the GIFI form, guides, and schedules?

The GIFI form, guides, and schedules are available at [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or by calling 1-800-959-2221.

## General information for corporations

### Who can use the GIFI?

All corporations—except for insurance corporations—can file using the GIFI.

### Insurance corporations

The GIFI does not currently meet the reporting needs of insurance corporations involved in underwriting (life insurers, deposit insurers, or property and casualty insurers). The GIFI does not include items specific to the insurance industry. You should continue to submit a paper copy of your financial statements with your T2 return and schedules.

### Non-resident corporations

You can use the GIFI when you report in unconsolidated Canadian funds. Non-resident corporations cannot report in a functional currency. Do **not** use the GIFI if you are filing under section 115 of the *Income Tax Act* only because you disposed of taxable Canadian property or because you are a treaty-based exempt corporation.

### Inactive corporations

If your corporation is inactive (you answered **yes** at line 280 of the T2 return), but you have balance sheet or income statement information to report, you can use the GIFI to file this information.

### First year after incorporation

You may be filing for the first year after incorporation. If so, complete two balance sheets: an opening and a closing. If you are not using a software package approved by us to complete this information, and you are using Form T1178, write “opening” in the top right-hand corner of the appropriate balance sheet. If you are using the GIFI schedules, Schedule T2SCH100, *Balance Sheet Information*, is for the closing balance sheet information and Schedule T2SCH101, *Opening Balance Sheet Information*, is for the opening balance sheet information.

### Deferred expense statements

You may be involved in exploration and development that has not yet generated significant sales revenue and you may have capitalized deferred expenditures. If so, do **not** use the GIFI to itemize these expenditures. You should report the aggregate deferred expenditures as balance sheet information. As well, you have to report “0” in the required fields on your income statement information (see “Validity check items” on page 7).

### Reporting in Canadian funds

Report your financial statement information in Canadian funds even if you are a Canadian branch of a foreign corporation. You can report in a functional currency if you are an eligible corporation that has filed Form T1296, *Election, or Revocation of an Election, to Report in a Functional*

*Currency*, and elected to file in a functional currency under section 261 of the *Income Tax Act*.

### Reporting negative amounts

If you are using a software package, it will show you how to mark items as negative amounts. If you do not use a software package, you should mark negative amounts using brackets or a minus sign.

### Reporting in dollars

Report your financial statement amounts in actual dollars; do **not** report cents. For example, report cash of \$10,500.75 as 10501 under item 1001, “Cash”. Do **not** report amounts in thousands or millions of dollars.

#### Note

You can report in a functional currency if you are an eligible corporation that has filed Form T1296 and elected to file in a functional currency under section 261 of the *Income Tax Act*.

### Reporting unconsolidated financial statement information

Report your financial statement information for each legal entity (unconsolidated). Include all unincorporated branches or divisions within that legal corporate entity.

### Reporting multiple lines of business

You may have multiple lines of business. For more information on how to report this type of situation using the GIFI, see Appendix B on page 30.

### GIFI schedules for corporations

If you file a T2 return without using return preparation software or Form T1178, you can use the GIFI schedules.

#### T2SCH100, *Balance Sheet Information*

Schedule 100 shows the corporation’s financial position at the end of the tax year.

#### T2SCH101, *Opening Balance Sheet Information*

Schedule 101 shows the corporation’s opening balance sheet information for the first return of a new corporation.

#### T2SCH125, *Income Statement Information*

Schedule 125 shows the income generated and the expenses incurred by the corporation during the tax year.

#### T2SCH140, *Summary Statement*

If you are submitting supplementary income statements, you will also need to complete and file Schedule T2SCH140, *Summary Statement*. This schedule is at the bottom of page 2 of Schedule T2SCH125.

## T2SCH141, Notes Checklist

Schedule T2SCH141 is a set of questions designed to determine who prepared the financial statements and the extent of their involvement, and whether they expressed any reservations. It also identifies the type of information contained in the notes to the financial statements.

Include any notes to the financial statements and the auditor or accountant's report, if they were prepared. You have to include this information even if you are filing your return using tax preparation software.

## General information for partnerships

### Who can use the GIFI?

All partnerships filing a T5013 *Partnership Information Return* can file using the GIFI.

### Reporting negative amounts

You should mark negative amounts using brackets or a minus sign.

### Reporting in Canadian funds

Report your financial statement information in Canadian funds even if you are a Canadian branch of a foreign partnership.

When a corporate member of the partnership has elected to report in a functional currency, the partnership has to use the same functional currency as its corporate partner.

If one corporate member has elected to report in a functional currency and another has not, or has elected to report in another functional currency, the partnership is required to identify and file separate financial statements and schedules for each different functional currency elected by its members.

### Reporting in dollars

Report your financial statement amounts in actual dollars. Do **not** report cents. For example, report cash of \$10,500.75 as 10501 under item 1001, "Cash." Do **not** report amounts in thousands or millions of dollars.

#### Note

You have to report in functional currency if one or more of your corporate members has elected to report in functional currency.

### Reporting multiple lines of business

You may have multiple lines of business. For information on how to report for such a situation using the GIFI, see Appendix B on page 30.

### Inactive partnerships

If your partnership is inactive (you answered **yes** at line 280 of the T5013 FIN), but you have balance sheet or income

statement information to report, you can use the GIFI to file this information. An inactive (non-operating) partnership can still have income or expenses in a year. It may pay a monthly service charge to maintain a bank account or it may earn interest or dividends from income producing assets it held. It may also have received income that was shown as receivable in the previous year.

## GIFI schedules for partnerships

Each partnership should include complete financial statement information for the fiscal period of the return using the GIFI schedules for partnerships.

### T5013 SCH 100, Balance Sheet Information

The T5013 *Partnership Information Return* should include Schedule T5013 SCH 100 showing the partnership's financial position at the end of the fiscal period.

### T5013 SCH 125, Income Statement Information

The T5013 *Partnership Information Return* should include Schedule T5013 SCH 125 showing the income generated and expenses incurred by the partnership during the fiscal period.

### T5013 SCH 140, Summary Statement

If you are submitting supplementary income statements, you will also need to complete and file Schedule T5013 SCH 140, *Summary Statement*. This schedule is at the bottom of page 2 of Schedule T5013 SCH 125.

### T5013 SCH 141, Financial Statement Notes Checklist

Schedule T5013 SCH 141 has questions designed to determine who prepared the financial statements and the extent of their involvement, and to identify the type of information contained in the notes to the financial statements.

Include any notes to the financial statements and the auditor or accountant's report, if they were prepared.

## Using the GIFI

1. Select the items usually reported on your balance sheet from items in the 1000 to 3849 range.
2. Select the items usually reported on your income statement from items in the 7000 to 9970 range.

#### Note

Items 9370 to 9899 relate specifically to farming income and expenses.

3. Select the items usually reported in your extraordinary items and income taxes from items in the 9975 to 9999 range.

## Validity check items

The GIF I information has to balance. We use the following rules to check the information you provide:

- total assets = total liabilities + total equity
- total revenue – total expenses = net non-farming income
- total farm revenue – total farm expenses = net farm income

You have to provide certain line items so that we can check the above equations. Each GIF I **must** include:

### Balance sheet

Item 2599 – Total assets

Item 3499 – Total liabilities

Item 3620 – Total shareholder equity (item for use by corporations) or

Item 3630 – Total partners' capital (item for use by partnerships)

### Non-farming income and expenses

Item 8299 – Total revenue

Item 9368 – Total expenses

and/or

### Farming income and expenses

Item 9659 – Total farm revenue

Item 9898 – Total farm expenses

### When reporting a breakdown of retained earnings

Item 3849 – Retained earnings/deficit – End

### Extraordinary items and income taxes

Item 9999 – Net income/loss after taxes and extraordinary items

The amount of a required item may be nil. If so, enter "0."

#### Note

These required fields do **not** represent the minimum number of items that have to be GIF I-coded and filed with the CRA. These are codes that must be included along with all the other GIF I codes needed to represent your financial statements.

For examples of how to use the GIF I for corporations and partnerships, see page 9.

## How to select GIF I items

The GIF I consists of items you find on a balance sheet and on an income statement. The balance sheet section consists of items pertaining to assets, liabilities, and equity. Items specific to retained earnings are included in this area as well. The income statement section consists of items you find under revenue, cost of sales, and expenses. Due to the specific reporting needs of the agriculture industry, we have provided a separate section for farming revenue and expenses. A section for extraordinary items and income taxes can be found after the farming section. For a complete listing of GIF I items, see Appendix A on page 16.

We have further divided the GIF I into blocks of items within these sections. The item at the start of each block is highlighted. The highlighted item represents the generic term for items within the block. You may not find the item

that is an exact, or close, match to the item on your financial statements. If that is the case, use the generic item.

#### Note

The generic item at the start of each block does **not** represent the total of the items in the block.

Assuming that you will prepare the GIF I from your own financial statements, use the following process when you select GIF I items:

- select an exact match from the GIF I items on your financial statements;
- if you cannot find an exact match, select the most appropriate item; or
- if you cannot find an appropriate item, select the generic item.

#### Example

8760 Business taxes, licences, and memberships

8761 Memberships

8762 Business taxes

8763 Franchise fees

8764 Government fees

If your income statement usually shows an account for "business charges," you could use item 8760 to report this amount.

## Reporting an amount that combines two or more items

An amount in your financial statement information may combine two or more GIF I items. To report this amount, determine which item is the greater or greatest amount and choose the most appropriate GIF I item.

#### Example

Cash and term deposits

If **cash** is the greater amount, report under GIF I item 1001, "Cash."

If **term deposits** is the greater amount, report under GIF I item 1181, "Canadian term deposits."

#### Example

Rent, taxes, and insurance

You could report this under item 8911, "Real estate rental," under item 8762, "Business taxes," or under item 8690, "Insurance," depending on which amount is the greatest.

## Completing the notes checklist

The notes checklist is included with the GIF I in all CRA-approved software packages. Complete the notes checklist when you use the GIF I to report your financial statement information. Parts 1, 2, and 3 must be completed from the perspective of the person (referred to on the form as the "accountant") who prepared or reported on the financial statements. If you are preparing the return, but you are not the accountant referred to above, you must still

complete Parts 1, 2, 3, and 4, as applicable. You can see examples of a completed Schedule 141 for a corporation and for a partnership on pages 12 and 14.

### Part 1 – Information on the accountant who prepared or reported on the financial statements

Answer these two questions about the accountant who prepared or reported on the financial statements. Indicate whether the accountant has a professional designation and whether the accountant is connected to the corporation or the partnership by ticking either the **yes** or **no** box for each question.

**Note**

If the accountant does not have a professional designation or is connected to the corporation or the partnership, you do not have to complete Part 2 – Type of Involvement with the financial statements, or Part 3 – Reservations. However, you do have to complete Part 4 – Other Information, as applicable.

### Part 2 – Type of involvement with the financial statements

Choose the option that represents the highest level of involvement of the accountant.

### Part 3 – Reservations

If you selected option 1 or 2 in Part 2 – Type of involvement with the financial statements, answer question 099, “Has the accountant expressed a reservation?”

### Part 4 – Other information

If you have a professional designation and are not the accountant associated with the financial statements in Part 1, tick either option 1 or 2 at line 110.

If you answer **yes** to question 101, answer questions 104 to 107.

If you answer **yes** to question 108 of Schedule T5013 SCH 141, answer question 109.

If you answer **yes** to question 200, answer questions 210 to 236, as applicable.

If you answer **yes** to question 265, you have to maintain a separate reconciliation.

### Notes to the financial statements

You may have prepared notes to the financial statements. If so, include them with the GIFL. If you file a T2 return electronically, you have to include the notes with your transmission. Your software package should enable you to transfer the notes to the file you are transmitting, without re-keying.

**Notes**

You cannot include tables and graphs in the notes if you are filing a T2 return electronically. You have to convert this type of information to plain text.

You may choose to report on the GIFL breakdowns of items such as capital assets or investments shown in the notes.

**Example**

Your balance sheet shows fixed assets of \$31,500, with a breakdown found in the notes.

	Cost	Accumulated amortization	Net amount
Land	\$ 10,000		\$ 10,000
Buildings	20,000	\$ 3,000	17,000
Furniture and fixtures	5,000	500	4,500
Total	\$ 35,000	\$ 3,500	\$ 31,500

Using the GIFL, you could report the information from the notes as follows:

GIFL Code	Item	Amount
1600	Land	10,000
1680	Buildings	20,000
1681	Accumulated amortization of buildings	(3,000)
1787	Furniture and fixtures	5,000
1788	Accumulated amortization of furniture and fixtures	(500)
2008	Total tangible capital assets	35,000
2009	Total accumulated amortization of tangible capital assets	(3,500)



## Examples – Using the GIFI

The following examples represent a typical set of financial statements for a corporation and for a partnership. The first two columns show the item and the amount reported on the financial statement; the third and fourth columns show the corresponding GIFI code and name.

### Note

These examples are only a guideline. They are not meant to dictate what to put on your statements or how to file.

### Example 1 – Financial statements for a corporation

Item description	\$ Amount	GIFI code and name	
<b>Balance Sheet</b>			
<b>Assets</b>			
Cash	2,540	1001	Cash
Accounts receivable (net of allowance for doubtful accounts of \$25)	331	1060	Accounts receivable*
			or
		1060	Accounts receivable
		1061	Allowance for doubtful accounts
Inventory	8,947	1120	Inventories
Prepaid expenses	<u>1,813</u>	1484	Prepaid expenses
	13,631	1599	Total current assets
Fixed assets (note 2)	49,803	2008	Total tangible capital assets
Investment (note 3)	<u>1,000</u>	2242	Shares in Canadian related corporations
	64,434	2599	Total assets
* You could choose to show the net amount of accounts receivable or accounts receivable and allowance for doubtful accounts.			
<b>Liabilities</b>			
Bank indebtedness	5,000	2600	Bank overdraft
Accounts payable	6,797	2621	Trade payables
Current portion of bank loan liability	<u>5,104</u>	2920	Current portion of long-term liability
	16,901	3139	Total current liabilities
Bank loan	64,634	3143	Chartered bank loan
Due to shareholders, unsecured with no fixed terms	<u>29,900</u>	3260	Due to shareholder(s)/director(s)
	94,534	3450	Total long-term liabilities
	111,435	3499	Total liabilities
<b>Equity</b>			
1500 common shares	1,500	3500	Common shares
Deficit	<u>(48,501)</u>	3600	Retained earnings/deficit
	(47,001)	3620	Total shareholder equity

Item description	\$ Amount	GIFI code and name	
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## Statement of Income and Retained Earnings

### Revenue

Professional services	191,396	8000	Trade sales of goods and services
		8299	Total revenue

### Expenses

Advertising	675	8521	Advertising
Amortization	15,708	8670	Amortization of tangible assets
Association dues	1,575	8761	Memberships
Bank charges and interest	8,564	8710	Interest and bank charges
Business taxes	5,789	8762	Business taxes
Insurance and licences	3,988	8690	Insurance*
Office	3,137	8810	Office expenses
Professional fees	975	8860	Professional fees
Rent	45,703	8911	Real estate rental
Repairs and maintenance	1,255	8960	Repairs and maintenance
Supplies	37,591	9130	Supplies
Telephone and utilities	5,512	9225	Telephone and telecommunications*
Travel and education	360	9200	Travel expenses*
Wages and benefits	<u>55,118</u>	9060	Salaries and wages*
	185,950	9368	Total expenses
Net income before taxes	5,446	9369	Net non-farming income
Income taxes	1,400	9990	Current income taxes
Net income (loss)	4,046	9999	Net income/loss after taxes and extraordinary items

### Retained earnings

Net income (loss)	4,046	3680	Net income/loss
Deficit, beginning of year	(52,547)	3660	Retained earnings/deficit – Start
Deficit, end of year	(48,501)	3849	Retained earnings/deficit – End

\* First item in two-item amount is greater (see “Reporting an amount that combines two or more items” on page 7).

## Notes to financial statements

### Note 1. Basis of presentation

The financial statements have been prepared by management in accordance with accounting principles generally accepted in Canada and using historic cost as the basis of presentation.

### Note 2. Fixed assets

	Cost	Accumulated amortization	Net
Office furniture and equipment	9,793	4,010	5,783
Computer equipment	3,174	1,852	1,322
Computer software	3,665	3,665	
Machinery and equipment	37,981	16,072	21,909
Leasehold improvements	<u>41,577</u>	<u>20,788</u>	<u>20,789</u>
Total	96,190	46,387	49,803

**Note 3.** The investment is stated at cost and consists of shares in a Canadian affiliated corporation.

## Example 2 – Financial statements for a partnership

Item description	\$ Amount	GIFI code and name	
<b>Balance Sheet</b>			
<b>Assets</b>			
Cash	2,540	1001	Cash
Accounts receivable	331	1060	Accounts receivable
Inventory	8,947	1120	Inventories
Prepaid expenses	<u>1,813</u>	1484	Prepaid expenses
	13,631	1599	Total current assets
Fixed assets (note 2)	49,803	2008	Total tangible capital assets
Investment	<u>1,000</u>	2220	Due from joint ventures/partnerships
	64,434	2599	Total assets
<b>Liabilities</b>			
Bank indebtedness	5,000	2600	Bank overdraft
Accounts payable	6,797	2621	Trade payables
Current portion of bank loan liability	<u>5,104</u>	2920	Current portion of long-term liability
	16,901	3139	Total current liabilities
Bank loan	64,634	3143	Chartered bank loan
Due to members with no fixed terms	<u>29,900</u>	3291	Due to member(s)/general partner(s)
	94,534	3450	Total long-term liabilities
	111,435	3499	Total liabilities
<b>Equity</b>			
1500 units	1,500	3590	General partners' capital
Deficit	<u>(48,501)</u>	3600	Retained earnings/deficit
	(47,001)	3630	Total partners' capital
<b>Statement of Income and Retained Earnings</b>			
<b>Revenue</b>			
Professional services	191,396	8000	Trade sales of goods and services
		8299	Total revenue
<b>Expenses</b>			
Advertising	675	8521	Advertising
Amortization	15,708	8670	Amortization of tangible assets
Association dues	1,575	8761	Memberships
Bank charges and interest	8,564	8710	Interest and bank charges
Business taxes	5,789	8762	Business taxes
Insurance and licences	3,988	8690	Insurance
Office	3,137	8810	Office expenses
Professional fees	975	8860	Professional fees
Rent	45,703	8911	Real estate rental
Repairs and maintenance	1,255	8960	Repairs and maintenance
Supplies	37,591	9130	Supplies
Telephone and utilities	5,512	9225	Telephone and telecommunications
Travel and education	360	9200	Travel expenses
Wages and benefits	<u>55,118</u>	9060	Salaries and wages
	185,950	9368	Total expenses
Net income before taxes	5,446	9369	Net non-farming income
Net income (loss)	5,446	9999	Net income/loss after taxes and extraordinary items

Item description	\$ Amount	GIFI code and name	
<b>Retained earnings</b>			
Net income (loss)	5,446	3680	Net income/loss
Deficit, beginning of year	(53,947)	3660	Retained earnings/deficit – Start
Deficit, end of year	(48,501)	3849	Retained earnings/deficit – End

## Notes to financial statements

### Note 1. Basis of presentation

The financial statements have been prepared by management in accordance with accounting principles generally accepted in Canada and using historic cost as the basis of presentation.

### Note 2. Fixed assets

	Cost	Accumulated amortization	Net
Office furniture and equipment	9,793	4,010	5,783
Computer equipment	3,174	1,852	1,322
Computer software	3,665	3,665	
Machinery and equipment	37,981	16,072	21,909
Leasehold improvements	<u>41,577</u>	<u>20,788</u>	<u>20,789</u>
Total	96,190	46,387	49,803

## Example 3 – Completed notes checklist for a corporation

### Part 1 – Information on the accountant who prepared or reported on the financial statements

Does the accountant have a professional designation? ..... **095**      1 Yes       2 No

Is the accountant connected\* with the corporation? ..... **097**      1 Yes       2 No

\* A person connected with a corporation can be: (i) a shareholder of the corporation who owns more than 10% of the common shares; (ii) a director, an officer, or an employee of the corporation; or (iii) a person not dealing at arm's length with the corporation.

#### Note

If the accountant does not have a professional designation **or** is connected to the corporation, you do not have to complete Parts 2 and 3 of this schedule. However, you do have to complete Part 4 as applicable.

### Part 2 – Type of involvement with the financial statements

Choose the option that represents the highest level of involvement of the accountant: **198**

Completed an auditor's report ..... 1

Completed a review engagement report ..... 2

Conducted a compilation engagement ..... 3

### Part 3 – Reservations

If you selected option "1" or "2" under **Type of involvement with the financial statements** above, answer the following question:

Has the accountant expressed a reservation? ..... **099**      1 Yes       2 No

(continued on next page)

**Part 4 – Other information**

If you have a professional designation and are not the accountant associated with the financial statements in Part 1 above, choose one of the following options:

	<b>110</b>			
Prepared the tax return (financial statements prepared by client) .....	1	_____		
Prepared the tax return and the financial information contained therein (financial statements have not been prepared) .....	2	<u>✓</u>		
Were notes to the financial statements prepared? .....	<b>101</b>	1 Yes	<u>✓</u>	2 No _____
If <b>yes</b> , complete lines 104 to 107 below:				
Are subsequent events mentioned in the notes? .....	<b>104</b>	1 Yes	_____	2 No <u>✓</u>
Is re-evaluation of asset information mentioned in the notes? .....	<b>105</b>	1 Yes	_____	2 No <u>✓</u>
Is contingent liability information mentioned in the notes? .....	<b>106</b>	1 Yes	_____	2 No <u>✓</u>
Is information regarding commitments mentioned in the notes? .....	<b>107</b>	1 Yes	_____	2 No <u>✓</u>
Does the corporation have investments in joint venture(s) or partnership(s)? .....	<b>108</b>	1 Yes	_____	2 No <u>✓</u>

**Impairment and fair value changes**

In any of the following assets, was an amount recognized in net income or other comprehensive income (OCI) as a result of an impairment loss in the tax year, a reversal of an impairment loss recognized in a previous tax year, or a change in fair value during the tax year? .....

<b>200</b>	1 Yes _____	2 No <u>✓</u>
------------	-------------	---------------

If **yes**, enter the amount recognized:

	<b>In net income</b> Increase (decrease)	<b>In OCI</b> Increase (decrease)
Property, plant, and equipment .....	<b>210</b> _____	<b>211</b> _____
Intangible assets .....	<b>215</b> _____	<b>216</b> _____
Investment property .....	<b>220</b> _____	
Biological assets .....	<b>225</b> _____	
Financial instruments .....	<b>230</b> _____	<b>231</b> _____
Other .....	<b>235</b> _____	<b>236</b> _____

**Financial instruments**

Did the corporation derecognize any financial instrument(s) during the tax year (other than trade receivables)?.....	<b>250</b>	1 Yes _____	2 No <u>✓</u>
Did the corporation apply hedge accounting during the tax year?.....	<b>255</b>	1 Yes _____	2 No <u>✓</u>
Did the corporation discontinue hedge accounting during the tax year?.....	<b>260</b>	1 Yes _____	2 No <u>✓</u>

**Adjustments to opening equity**

Was an amount included in the opening balance of retained earnings or equity, in order to correct an error, to recognize a change in accounting policy, or to adopt a new accounting standard in the current year?.....

<b>265</b>	1 Yes _____	2 No <u>✓</u>
------------	-------------	---------------

If **yes**, you have to maintain a separate reconciliation.

## Example 4 – Completed Financial statement notes checklist for a partnership

### Part 1 – Information on the accountant who prepared or reported on the financial statements

Does the accountant have a professional designation? .....  1 Yes  2 No

Is the accountant connected with the partnership? \* .....  1 Yes  2 No

**Note:** If the accountant does not have a professional designation or is connected with the partnership, you do not have to complete Parts 2 and 3 below.

\* A person connected with a partnership can be: (i) a member of the partnership who owns more than 10% of the partnership units; (ii) an employee of the partnership; or (iii) a person not dealing at arm's length with the partnership.

### Part 2 – Type of involvement with the financial statements

Choose the option that represents the accountant's highest level of involvement:

Completed an auditor's report ..... 1

Completed a review engagement report ..... 2

Conducted a compilation engagement ..... 3

### Part 3 – Reservations

If you selected option 1 or 2 in Part 2 above, answer the following question:

Has the accountant expressed a reservation? .....  1 Yes  2 No

### Part 4 – Other information

If you have a professional designation and are not the accountant associated with the financial statements in Part 1 above, choose one of the following options (tick 1 or 2):

Prepared the information return (financial statements prepared by client) ..... 1

Prepared the information return and the financial information contained therein (financial statements have not been prepared) ..... 2

Were notes to the financial statements prepared? .....  1 Yes  2 No

If **yes**, complete the following four questions:

Are subsequent events mentioned in the notes? .....  1 Yes  2 No

Is re-evaluation of asset information mentioned in the notes? .....  1 Yes  2 No

Is contingent liability information mentioned in the notes? .....  1 Yes  2 No

Is information regarding commitments mentioned in the notes? .....  1 Yes  2 No

Does the partnership have investments in joint venture(s)? .....  1 Yes  2 No

If **yes**, complete line 109 below:

Are you filing joint venture(s) financial statements? .....  1 Yes  2 No

(continued on next page)

**Part 4 – Other information** (continued)

**Impairment and fair value changes**

In any of the following assets, was an amount recognized in net income or other comprehensive income as a result of an impairment loss in the fiscal period, a reversal of an impairment loss recognized in a previous fiscal period, or a change in fair value during the fiscal period?.....

200                      1 Yes \_\_\_\_\_                      2 No

If **yes**, enter the amount recognized:

	<b>In net income</b> Increase (decrease)	<b>In other comprehensive income</b> Increase (decrease)
Property, plant, and equipment .....	210 _____	211 _____
Intangible assets .....	215 _____	216 _____
Investment property .....	220 _____	
Biological assets .....	225 _____	
Financial instruments .....	230 _____	231 _____
Other .....	235 _____	236 _____

**Financial instruments**

Did the partnership derecognize any financial instrument(s) during the fiscal period?.....

250                      1 Yes \_\_\_\_\_                      2 No

Did the partnership apply hedge accounting during the fiscal period?.....

255                      1 Yes \_\_\_\_\_                      2 No

Did the partnership discontinue hedge accounting during the fiscal period?.....

260                      1 Yes \_\_\_\_\_                      2 No

**Adjustments to opening equity**

Was an amount included in the opening balance of retained earnings or equity, in order to correct an error, to recognize a change in accounting policy, or to adopt a new accounting standard in the current fiscal period?.....

265                      1 Yes \_\_\_\_\_                      2 No

If **yes**, you have to maintain a separate reconciliation.

## Appendix A – Complete listing of the GIFI

The following is a complete list of the GIFI items. Some of the items include more detail as to the type of information you could report in the item.

### Example

#### 1001 Cash

You can use this item to report bank drafts, bank notes, cheques, coins, currency, money orders, postal notes, and post-dated cheques, as well as cash.

#### 9012 Road costs

You could use this item to report snow removal as well as road costs.

## Balance Sheet Information

### Assets

#### Current assets

#### 1000 Cash and deposits

- 1001 Cash  
*bank drafts, bank notes, cheques, coins, currency, money orders, postal notes, and post-dated cheques*
- 1002 Deposits in Canadian banks and institutions – Canadian currency
- 1003 Deposits in Canadian banks and institutions – Foreign currency
- 1004 Deposits in foreign banks – Canadian currency
- 1005 Deposits in foreign banks – Foreign currency
- 1006 Credit union central deposits
- 1007 Other cash-like instruments  
*gold bullion and silver bullion*

#### 1060 Accounts receivable

*claims, dividends, royalties, and subsidies receivable*

#### 1061 Allowance for doubtful accounts

- 1062 Trade accounts receivable
- 1063 Allowance for doubtful trade accounts receivable
- 1064 Trade accounts receivable from related parties
- 1065 Allowance for doubtful trade accounts receivable from related parties
- 1066 Taxes receivable  
*GST/HST, income tax refunds, and tax credits receivable*
- 1067 Interest receivable
- 1068 Holdbacks receivable
- 1069 Leases receivable
- 1070 Allowance for doubtful amounts contained in leases receivable
- 1071 Accounts receivable from employees
- 1072 Allowance for doubtful accounts receivable from employees
- 1073 Amounts receivable from members of NPOs  
*This item is intended for corporations that are non-profit organizations to report amounts receivable from members.*

#### 1120 Inventories

- 1121 Inventory of goods for sale  
*finished goods*
- 1122 Inventory parts and supplies

- 1123 Inventory properties  
*This item is intended for companies whose primary activities are real estate, subdivision, or construction, and who have real estate held for sale.*

#### 1124 Inventory of aggregates

- 1125 Work in progress  
*goods in process*

#### 1126 Raw materials

#### 1127 Inventory of securities

*This item is intended for companies such as brokers, stockbrokers, financial institutions, and investment companies that hold securities for sale.*

#### 1180 Short-term investments

*short-term marketable securities*

#### 1181 Canadian term deposits

*short-term bearer deposit notes, collateral deposits, and guaranteed investment certificates*

#### 1182 Canadian shares

#### 1183 Canadian bonds

*bond coupons, bond deposits, corporate bonds, government bonds, and debentures shown current*

#### 1184 Canadian treasury bills

#### 1185 Securities purchased under resale agreements

#### 1186 Other short-term Canadian investments

#### 1187 Short-term foreign investments

*all types of foreign investment shown current*

#### 1240 Loans and notes receivable

#### 1241 Demand loans receivable

*amounts such as call loans, day loans, and demand loans*

#### 1242 Other loans receivable

#### 1243 Notes receivable

#### 1244 Mortgages receivable

**Items 1300 to 1303 – Current amounts due from shareholders/directors, such as advances, loans, and notes**

#### 1300 Due from shareholder(s)/director(s)

#### 1301 Due from individual shareholder(s)

#### 1302 Due from corporate shareholder(s)

*due from parent company*

#### 1303 Due from director(s)

**Items 1310 to 1314 – Current advances/loans/notes between the partners and the partnership (items for use by partnerships)**

#### 1310 Due from member(s)/general partner(s)

#### 1311 Due from limited partners

#### 1312 Due from members that are partnerships

#### 1313 Due from general partners

#### 1314 Due from specified members who are not limited partners

#### 1360 Investment in joint venture(s)/partnership(s)

*(item for use by corporations)*

*current investment or equity in joint venture(s), partnership(s), and syndicate(s)*

#### 1380 Due from joint venture(s)/partnership(s) (item for use by corporations)

*current amounts due from joint*

*venture(s)/partnership(s), or syndicate(s), such as advances, loans, and notes*



<b>Items 1400 to 1403</b> – <i>Related parties can refer to affiliate, associated, and subsidiary corporations.</i>	1626	Deferred exploration and development charges
	1627	Accumulated amortization of deferred exploration and development charges
<b>Note</b>	1628	Quarries
Current investment in a parent company should be reported under item 1400. However, item 1302 should be used for current amounts due from a parent company.	1629	Accumulated amortization of quarries
	1630	Gravel pits
	1631	Accumulated amortization of gravel pits
<b>1400 Due from/investment in related parties</b>	1632	Timber limits
<b>1401</b> Demand notes from related parties	1633	Accumulated amortization of timber limits
<i>amounts due from related parties such as call loans, day loans, and demand loans</i>	<b>1680 Buildings</b>	
<b>1402</b> Interest receivable from related parties	<b>1681 Accumulated amortization of buildings</b>	
<b>1403</b> Loans/advances due from related parties	1682	Manufacturing and processing plant
	1683	Accumulated amortization of manufacturing and processing plant
<b>1460 Customers' liability under acceptances</b>	1684	Buildings under construction
<i>This item is for financial institutions – Any amount reported under this item should be equal to the amount reported in Liabilities under item 2940, "Bankers' acceptances."</i>	<b>1740 Machinery, equipment, furniture, and fixtures</b>	
	<b>1741 Accumulated amortization of machinery, equipment, furniture, and fixtures</b>	
<b>1480 Other current assets</b>	1742	Motor vehicles
<b>1481</b> Future (deferred) income taxes	1743	Accumulated amortization of motor vehicles
<i>income taxes applicable to future years, and reserve for income taxes, shown current</i>	1744	Tools and dies
	1745	Accumulated amortization of tools and dies
<b>1482</b> Accrued investment income	1746	Construction and excavating equipment
<b>1483</b> Taxes recoverable/refundable	1747	Accumulated amortization of construction and excavating equipment
<b>1484</b> Prepaid expenses	1748	Forestry and logging equipment
<b>1485</b> Drilling advances	1749	Accumulated amortization of forestry and logging equipment
<b>1486</b> Security/tender deposits	1750	Fishing gear and nets
<b>1599 Total current assets</b>		<i>sonar equipment</i>
	1751	Accumulated amortization of fishing gear and nets
<b>Capital assets</b>	1752	Mining equipment
<b>Items 1600 to 2179 – Capital assets</b> – <i>Throughout the GIFL, depreciation is referred to as amortization of tangible assets, depletion is referred to as amortization of natural resource assets, and amortization is referred to as amortization of intangible assets.</i>	1753	Accumulated amortization of mining equipment
	1754	Oil and gas systems
		<i>pipelines and distribution systems</i>
<b>Items 1600 to 2009 – Tangible capital assets</b> – <i>Item 2008, "Total tangible capital assets," represents the sum of all tangible capital assets reported, and item 2009, "Total accumulated amortization of tangible capital assets," represents the sum of all the accumulated amortization of the tangible capital assets reported, within items 1600 to 1922.</i>	1755	Accumulated amortization of oil and gas systems
	1756	Production equipment for resource industries
	1757	Accumulated amortization of production equipment for resource industries
	1758	Production equipment for other than resource industries
	1759	Accumulated amortization of production equipment for other than resource industries
<i>When reporting this breakdown, the net final amount of the tangible capital assets is not to be shown anywhere on the GIFL. However, if your financial statements show an amount for "fixed assets (net)" for which there is no breakdown, this could be reported under item 2008, "Total tangible capital assets."</i>	1760	Exploration equipment
	1761	Accumulated amortization of exploration equipment
<b>1600 Land</b>	1762	Shipping equipment
<b>1601</b> Land improvements	1763	Accumulated amortization of shipping equipment
<i>landscaping</i>	1764	Ships and boats
<b>1602</b> Accumulated amortization of land improvements	1765	Accumulated amortization of ships and boats
	1766	Aircraft
<b>1620 Depletable assets</b>	1767	Accumulated amortization of aircraft
<i>costs for mine-stripping, well drilling, and waste removal</i>	1768	Signs
	1769	Accumulated amortization of signs
<b>1621 Accumulated amortization of depletable assets</b>	1770	Small tools
<b>1622</b> Petroleum and natural gas properties	1771	Accumulated amortization of small tools
<b>1623</b> Accumulated amortization of petroleum and natural gas properties	1772	Radio and communication equipment
	1773	Accumulated amortization of radio and communication equipment
<b>1624</b> Mining properties	1774	Computer equipment/software
<b>1625</b> Accumulated amortization of mining properties	1775	Accumulated amortization of computer equipment/software

1776	Musical instruments
1777	Accumulated amortization of musical instruments
1778	Satellites
1779	Accumulated amortization of satellites
1780	Earth stations
1781	Accumulated amortization of earth stations
1782	Machinery and equipment under construction
1783	Transportation equipment
1784	Accumulated amortization of transportation equipment
1785	Other machinery and equipment
1786	Accumulated amortization of other machinery and equipment
1787	Furniture and fixtures
1788	Accumulated amortization of furniture and fixtures
<b>1900</b>	<b>Other tangible capital assets</b> <i>art, books, chinaware, cutlery, utensils, uniforms, culverts, dams, golf courses, grain elevators, grandstands, swimming pools, towers, and trailer parks</i>
<b>1901</b>	<b>Accumulated amortization of other tangible capital assets</b>
1902	Logging roads
1903	Accumulated amortization of logging roads
1904	Asphalt and parking areas
1905	Accumulated amortization of asphalt and parking areas
1906	Wharves <i>docks, float walks, and marinas</i>
1907	Accumulated amortization of wharves
1908	Fences
1909	Accumulated amortization of fences
1910	Capital leases – Buildings
1911	Accumulated amortization of capital leases – Buildings
1912	Capital leases – Equipment
1913	Accumulated amortization of capital leases – Equipment
1914	Capital leases – Vehicles
1915	Accumulated amortization of capital leases – Vehicles
1916	Capital leases – Others <i>rented signs</i>
1917	Accumulated amortization of capital leases – Others
1918	Leasehold improvements
1919	Accumulated amortization of leasehold improvements
1920	Other capital assets under construction
1921	Campsites
1922	Accumulated amortization of campsites
<b>2008</b>	<b>Total tangible capital assets</b>
<b>2009</b>	<b>Total accumulated amortization of tangible capital assets</b>

**Items 2010 to 2179 – intangible capital assets** – *Item 2178, “Total intangible capital assets,” represents the sum of all intangible capital assets reported, and item 2179, “Total accumulated amortization of intangible capital assets,” represents the sum of all the accumulated amortization of the intangible capital assets reported, within items 2010 to 2077. When reporting this breakdown, the net final amount of the intangible capital assets is not to be shown anywhere on the GIFI. However, if your financial statements show an amount for “intangibles” for which there is no breakdown, this item could be reported under Item 2178, “Total intangible capital assets.”*

<b>2010</b>	<b>Intangible assets</b> <i>concessions, formulas, franchises, and organization costs</i>
<b>2011</b>	<b>Accumulated amortization of intangible assets</b>
2012	Goodwill
2013	Accumulated amortization of goodwill <i>applies to tax years before 2002</i>
2014	Quota
2015	Accumulated amortization of quota
2016	Licences
2017	Accumulated amortization of licences
2018	Incorporation costs
2019	Accumulated amortization of incorporation costs
2020	Trademarks/patents
2021	Accumulated amortization of trademarks/patents
2022	Customer lists
2023	Accumulated amortization of customer lists
2024	Rights
2025	Accumulated amortization of rights
2026	Research and development
2027	Accumulated amortization of research and development
<b>2070</b>	<b>Resource rights</b>
<b>2071</b>	<b>Accumulated amortization of resource rights</b>
2072	Timber rights
2073	Accumulated amortization of timber rights
2074	Mining rights
2075	Accumulated amortization of mining rights
2076	Oil and gas rights
2077	Accumulated amortization of oil and gas rights
<b>2178</b>	<b>Total intangible capital assets</b>
<b>2179</b>	<b>Total accumulated amortization of intangible capital assets</b>

**Long-term assets**

**Items 2180 to 2183** – *Long-term amounts due from shareholder(s)/director(s), such as advances, loans, and notes*

<b>2180</b>	<b>Due from shareholder(s)/director(s)</b>
2181	Due from individual shareholder(s)
2182	Due from corporate shareholder(s) <i>due from parent company</i>
2183	Due from director(s)
<b>2190</b>	<b>Due from members</b> <i>advances, loans, and notes to members of co-operatives or credit unions</i>

- 2200 Investment in joint venture(s)/partnership(s)**  
*long-term investment or equity in joint venture(s), partnership(s), and syndicate(s)*
- Items 2210 to 2214** – *Long-term advances/loans/notes between the partners and the partnership (items for use by partnerships)*
- 2210 Due from member(s)/general partner(s)**  
2211 Due from limited partners  
2212 Due from members that are partnerships  
2213 Due from general partners  
2214 Due from specified members who are not limited partners
- 2220 Due from joint venture(s)/partnership(s) (item for use by corporations)**  
*long-term amounts due from joint venture(s)/partnership(s), or syndicate(s), such as advances, loans, and notes*
- Items 2240 to 2250** – *Related parties can refer to affiliate, associated, and subsidiary corporations.*
- Note**  
Long-term investment in a parent company should be reported under the appropriate item in this block. However, item 2182, "Due from corporate shareholder(s)," should be used for long-term amounts due from a parent company.
- 2240 Due from/investment in related parties**  
2241 Due from/investment in Canadian related parties  
2242 Shares in Canadian related corporations  
2243 Loans/advances to Canadian related corporations  
2244 Investment in Canadian related corporations at cost  
2245 Investment in Canadian related corporations at equity  
2246 Due from/investment in foreign related parties  
2247 Shares in foreign related corporations  
2248 Loans/advances to foreign related corporations  
2249 Investment in foreign related corporations at cost  
2250 Investment in foreign related corporations at equity
- 2280 Investment in co-tenancy**  
*investment in co-ownerships*
- 2300 Long-term investments**  
2301 Foreign shares  
2302 Other types of foreign investments  
*foreign investments in joint ventures, partnerships, bonds, and debentures*  
2303 Canadian shares  
2304 Government of Canada debt  
*Government of Canada long-term bonds and debentures*  
2305 Canadian, provincial, and municipal government debt  
2306 Canadian corporate bonds and debentures  
*long-term bond coupons and bond deposits*  
2307 Debt securities  
2308 Equity securities  
2309 Securities purchased under resale agreements  
2310 Central credit union shares  
2311 Other Canadian long-term investments

- 2360 Long-term loans**  
*advances and notes shown long-term*  
2361 Mortgages  
2362 Personal and credit card loans  
2363 Business and government loans  
2364 Line of credit
- 2420 Other long-term assets**  
*investment tax credits, stock exchange seats, and utilities deposits*  
2421 Future (deferred) income taxes  
*income taxes applicable to future years, and reserve for income taxes, shown long-term*  
2422 Deferred pension charges  
2423 Deferred unrealized exchange losses  
2424 Other deferred items/charges  
*debt discount and expense, deferred development costs, deferred finance charges, deferred organization expense, lease inducements, tenant inducements, and cost on incomplete contracts*  
2425 Accumulated amortization of deferred charges  
2426 Reserve fund  
2427 Cash surrender value of life insurance
- 2589 Total long-term assets**
- 2590 Assets held in trust**  
*trust fund, trust assets, or funds held in escrow – Corporations such as collection agencies, funeral homes, insurance agencies, real estate agencies, travel agencies, and travel wholesalers would use this item. An amount reported under this item should have a balancing amount reported under item 3470, "Amounts held in trust," in the liabilities section.*
- 2599 Total assets**  
*This item represents the total of all current, capital, long-term assets, and assets held in trust and must be reported (see "Validity check items" on page 7).*

## Liabilities

### Current liabilities

- 2600 Bank overdraft**  
*bank indebtedness*
- 2620 Amounts payable and accrued liabilities**  
*accrued liabilities, agreements payable, claims payable, rent payable, and utilities payable*  
2621 Trade payables  
2622 Trade payables to related parties  
2623 Holdbacks payable  
2624 Wages payable  
2625 Management fees payable  
2626 Bonuses payable  
2627 Employee deductions payable  
*payroll deductions for employee benefits such as employment insurance, Canada Pension Plan, Quebec Parental Insurance Plan, group insurance, and pension plans*  
2628 Withholding taxes payable  
2629 Interest payable  
*accrued interest payable*  
2630 Amounts payable to members of NPOs  
*This item is for corporations that are non-profit organizations to report amounts payable to members.*

2680 **Taxes payable**  
*capital taxes, foreign taxes, GST/HST, current income taxes, logging taxes, sales taxes, and tax credits payable*

2700 **Short-term debt**  
*corporate loans, demand loans, loans from foreign banks, and notes payable shown short-term*

2701 Loans from Canadian banks

2702 Liability for securities sold short

2703 Liability for securities sold under repurchase agreements

2704 Gold and silver certificates

2705 Cheques and other items in transit

2706 Lien notes

2707 Credit card loans

2770 **Deferred income**  
*deferred capital or book gain, unearned income, unearned interest, unearned service charges, and unrealized foreign exchange gain shown current*

**Items 2780 to 2783** – *Current amounts due to shareholder(s)/director(s), such as advances, loans, and notes*

2780 **Due to shareholder(s)/director(s)**

2781 Due to individual shareholder(s)

2782 Due to corporate shareholder(s)  
*due to parent company*

2783 Due to director(s)

**Items 2790 to 2794** – *Current advances/loans/notes between the partnership and the partners (items for use by partnerships)*

2790 **Due to member(s)/general partner(s)**

2791 Due to limited partners

2792 Due to members that are partnerships

2793 Due to general partners

2794 Due to specified members who are not limited partners

2840 **Due to joint venture(s)/partnership(s)** (item for use by corporations)  
*current amounts due to joint venture(s)/partnership(s), and syndicate(s) such as advances, loans, and notes*

**Items 2860 to 2863** – *Related parties can refer to affiliate, associated, and subsidiary corporations.*

2860 **Due to related parties**

2861 Demand notes due to related parties

2862 Interest payable to related parties

2863 Advances due to related parties

2920 **Current portion of long-term liability**

2940 **Bankers' acceptances**  
*For financial institutions – Any amount reported under this item should be equal to the amount reported in Assets under item 1460, "Customers' liability under acceptances."*

2960 **Other current liabilities**  
*progress payments shown current*

2961 Deposits received  
*bids, contract deposits, rental deposits, tenders, and security deposits*

2962 Dividends payable

2963 Future (deferred) income taxes  
*income taxes applicable to future years and reserve for income taxes shown current*

2964 Reserves for guarantees, warranties, or indemnities

2965 General provisions/reserves  
*contingent liabilities, provision for losses on loans, and pension reserves shown current*

2966 Crew shares

3139 **Total current liabilities**

**Long-term liabilities**

3140 **Long-term debt**

3141 Mortgages

3142 Farm Credit Corporation loan

3143 Chartered bank loan

3144 Credit Union/Caisse Populaire loan

3145 Provincial or territorial government loan

3146 Supply company loan

3147 Private loan

3148 Central, league, and federation loans

3149 Line of credit

3150 Liability for securities sold short

3151 Liability for securities sold under repurchase agreements

3152 Lien notes

3200 **Deposit liabilities of financial institutions**  
*This item applies to financial institutions and represents deposits made by customers.*

3210 **Bonds and debentures**

3220 **Deferred income**  
*deferred capital or book gain, unearned income, unearned interest, unearned service charges, and unrealized foreign exchange gain shown long-term*

3240 **Future (deferred) income taxes**  
*income taxes applicable to future years and reserve for income taxes shown long-term*

**Items 3260 to 3263** – *Long-term amounts due to shareholder(s)/director(s), such as advances, loans, and notes*

3260 **Due to shareholder(s)/director(s)**

3261 Due to individual shareholder(s)

3262 Due to corporate shareholder(s)  
*due to parent company*

3263 Due to director(s)

3270 **Due to members**  
*advances, loans, and notes from members of co-operatives or credit unions*

3280 **Due to joint venture(s)/partnership(s)** (item for use by corporations)  
*long-term amounts due to joint venture(s)/partnership(s), and syndicate(s) such as advances, loans, and notes*

**Items 3291 to 3295** – *Long-term advances/loans/notes between the partnership and the partners (items for use by partnerships)*

3291 **Due to member(s)/general partner(s)**

3292 Due to limited partners

3293 Due to members that are partnerships

3294 Due to general partners

3295 Due to specified members who are not limited partners

**Items 3300 to 3302** – Related parties can refer to affiliate, associated, and subsidiary corporations.

**3300 Due to related parties**

3301 Amounts owing to related Canadian parties

3302 Amounts owing to related foreign parties

**3320 Other long-term liabilities**

*minority shareholder interest and other deferred credits shown long-term*

3321 Long-term obligations/commitments/capital leases

3322 Reserves for guarantees, warranties, or indemnities

3323 Provision for site restoration  
*dismantlement and abandonment costs, future removal, and site restoration costs*

3324 Contributions to qualifying environmental trust  
*environmental trust, mine reclamation, and reclamation of waste disposal sites*

3325 General provisions/reserves  
*contingent liabilities, provision for losses on loans, and pension reserves shown long-term*

3326 Preference shares restated  
*This item applies to preferred shares that have been restated as a liability and reported as a long-term liability.*

3327 Member allocations (item for use by corporations)  
*allocation to members of credit unions and co-operatives*

3328 Deferred revenue from incomplete contracts  
*intended for contractors using the completion method of reporting revenue to report deferred revenue from incomplete contracts*

**3450 Total long-term liabilities**

**3460 Subordinated debt**

**3470 Amounts held in trust**

*trust fund, trust liabilities, or funds held in escrow – Corporations such as collection agencies, funeral homes, insurance agencies, real estate agencies, travel agencies, and travel wholesalers would use this item. An amount reported under this item should have a balancing amount reported in item 2590, “Assets held in trust,” in the assets section.*

**3499 Total liabilities**

*This item represents the total of all current and long-term liabilities and **must** be reported (see “Validity check items” on page 7).*

**Equity**

**3500 Common shares**

**3520 Preferred shares**

**3540 Contributed and other surplus**

3541 Contributed surplus  
*capital donations, capital grants, and paid-in surplus*

3542 Appraisal surplus  
*excess of appraisal value over cost, revaluation account, and revaluation surplus*

3543 General reserve  
*general reserves, inventory reserves, mortgage reserves, and security reserves*

**3570 Head office account**

*home office account and head office investment*

**3580 Accumulated other comprehensive income**

*This item is intended for use by corporations and partnerships using either the Pre-changeover accounting standards (Part V of the CICA Accounting Handbook) or International Financial Reporting Standards (IFRS) (Part I of the CICA Accounting Handbook) when preparing their financial statements. Report the accumulated balance of all components of other comprehensive income. This includes revenues, expenses, gains, and losses that are recognized in comprehensive income, but are not included in net income*

**3590 General partners’ capital (cost of partnership interest)** (item for use by partnerships)

3591 Limited partners’ capital (cost of partnership interest) (item for use by partnerships)

3592 Contributions during the fiscal period (item for use by partnerships)

**3600 Retained earnings/deficit**

**3620 Total shareholder equity**

*This item represents the sum of all shareholder equity amounts and **must** be reported (see “Validity check items” on page 7).*

**3630 Total partners’ capital** (item for use by partnerships)

*This item represents the sum of all partner capital amounts and **must** be reported (see “Validity check items” on page 7).*

**3640 Total liabilities and shareholder equity**

**3650 Total liabilities and partners’ capital** (item for use by partnerships)

**Retained Earnings Information**

**Retained earnings/deficit**

**3660 Retained earnings/deficit – Start**

**3680 Net income/loss**

*Any amount reported under this item should be equal to the amount reported under item 9999, “Net income/loss after taxes and extraordinary items.” Exception: If there is an amount reported under item 9998, item 3680 should be equal to item 9999 plus or minus item 9998.*

**3690 Capital contributed at the beginning of the fiscal period** (item for use by partnerships)

**3700 Dividends declared**

*liquidating dividends, premium paid on redemption of shares, and stock dividends declared on shares*

3701 Cash dividends

3702 Patronage dividends

**3720 Prior period adjustments**

**3740 Other items affecting retained earnings**

*dividends credited to investment account – If you choose to report dividends received in retained earnings rather than on the income statement, add the dividend back on Schedule 1, Net income (loss) for income tax purposes.*

3741 Share redemptions

3742 Special reserves

- 3743 Currency adjustments  
 3744 Unusual revenue items  
 3745 Interfund transfer  
*This item is intended for corporations that are non-profit organizations to report fund amounts transferred to/from retained earnings from/to the income statement.*
- 3750 Drawings (item for use by partnerships)
- 3849 Retained earnings/deficit – End  
*This item represents the sum of all retained earnings amounts and **must** be reported if you are reporting retained earnings (see “Validity check items” on page 7). An amount reported under this item should be the same amount reported under item 3600, “Retained earnings/deficit,” in the shareholder equity section.*

## Income Statement Information

- 0001 Operating name  
*Complete this section if the operating name is different from the corporation name (for example, 111111 Ontario Ltd., operating as Maggie’s Muffins).*
- 0002 Description of the operation  
*Complete the description of the operation when reporting more than one income statement, and the activity is different from the major business activity. See Appendix B of this guide for more information on reporting multiple lines of business.*
- 0003 Sequence Number  
*For more than one income statement, use sequence numbers for each statement – number 01 for the income statement relating to the main activity, with supplementary income statements numbered consecutively from 02.*

## Other comprehensive income

**Items 7000 to 7020** – *These items are intended for use by corporations and partnerships using the International Financial Reporting Standards (IFRS). Other comprehensive income includes revenues, expenses, gains, and losses that are recognized in comprehensive income, but not included in net income. Line 9998, “Total other comprehensive income” is the sum of the following items:*

- 7000 Revaluation surplus  
*change in carrying amount surplus as a result of revaluation of property, plant and equipment, and intangible assets*
- 7002 Defined benefit gains/losses  
*actuarial gains and losses on defined benefit plans recognized in the period in which they occur*
- 7004 Foreign operation translation gains/losses  
*gains and losses arising from translating the financial statements of a foreign operation*
- 7006 Equity instruments gains/losses  
*subsequent changes in the fair market value of an investment in an equity instrument that is not held for trading*

- 7008 Cash flow hedge effective portion gains/losses  
*effective portion of gains and losses on hedging instruments in a cash flow hedge*
- 7010 Income tax relating to components of other comprehensive income  
*tax relating to each component of other comprehensive income if reported before tax*
- 7020 Miscellaneous other comprehensive income  
*gains and losses relating to other comprehensive income not included in lines 7000 to 7008*

## Revenue

- 8000 Trade sales of goods and services  
*This item is for corporations who are not involved in the resource industry (items 8040 to 8053) or the fishing industry (items 8160 to 8166), but whose main source of income is the sale of a product or service. Amounts may be reported net of discounts allowed on sales, sales rebates, volume discounts, returns, and allowances.*
- 8020 Sales of goods and services to related parties  
*See the explanation for item 8000 above.*
- 8030 Interdivisional sales
- 8040 Sales from resource properties
- 8041 Petroleum and natural gas sales
- 8042 Petroleum and natural gas sales to related parties
- 8043 Gas marketing
- 8044 Processing revenue
- 8045 Pipeline revenue
- 8046 Seismic sales
- 8047 Mining revenue
- 8048 Coal revenue
- 8049 Oil sands revenue
- 8050 Royalty income
- 8051 Oil and gas partnership/joint venture income/loss
- 8052 Mining partnership/joint venture income/loss
- 8053 Other production revenue  
*well operating fees and sulphur revenue*
- 8089 Total sales of goods and services
- 8090 Investment revenue
- 8091 Interest from foreign sources  
*may be reported as gross of withholding taxes – withholding taxes would then be reported under item 9283, “Withholding taxes”*
- 8092 Interest from Canadian bonds and debentures
- 8093 Interest from Canadian mortgage loans
- 8094 Interest from other Canadian sources  
*finance income, guaranteed investment certificates interest, interest on overpaid taxes, and loan interest*
- 8095 Dividend income
- 8096 Dividends from Canadian sources
- 8097 Dividends from foreign sources  
*may be reported gross of withholding taxes – withholding taxes would then be reported under item 9283, “Withholding taxes.”*
- 8100 Interest income (financial institutions)
- 8101 Loan interest
- 8102 Securities interest
- 8103 Deposits with banks interest

**8120 Commission revenue**  
*commissions earned on the sale of products or services by businesses such as advertising agencies, brokers, insurance agents, lottery ticket sales, sales representatives, and travel agencies – some corporations may present sales and cost of sale on their income statement, with commission earned being the net amount. Report only the commission on the GIFL. Compensation could also be reported under this item (for example, compensation for collecting sales tax).*

**Example**

Lottery ticket sales	\$40,000
Cost of lottery tickets	<u>25,000</u>
Commission	\$15,000

This would be reported as:

Item 8120 – Commission revenue	15000
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8121 Commission income on real estate transactions

**8140 Rental revenue**

*revenue from the rental of boats, hotel or motel rooms, machinery or equipment, and storage lockers*

8141 Real estate rental revenue

*amounts received as income from renting or leasing apartments, commercial buildings, land, office space, residential housing, and shopping centres – may also be used to report income from investments in co-tenancies and co-ownerships*

8142 Film rental revenue

**8150 Vehicle leasing**

*long-term vehicle leasing and short-term vehicle leasing*

**8160 Fishing revenue**

8161 Fish products

8162 Other marine products

*amounts received from the sale of flippers, herring roe, herring scales, Irish moss, kelp, seal meat, and seaweed*

8163 Fishing grants, credits, and rebates

8164 Fishing subsidies

8165 Compensation for loss of fishing income or property

*amounts received from The Atlantic Groundfish Strategy (TAGS) or insurance proceeds*

8166 Sharesperson income

**Items 8210 to 8212 – Realized gains/losses on disposal of assets** – *These items represent the net amount of proceeds over net book value on the disposal or sale of an asset.*

**Note**

Losses on disposal/sale of assets shown as an expense should be reported under these items as a negative.

**8210 Realized gains/losses on disposal of assets**

*gain/loss or profit/loss on disposal/sale of capital assets*

8211 Realized gains/losses on sale of investments

*profit/loss on disposal of investments or marketable securities*

8212 Realized gains/losses on sale of resource properties

**8220 NPO amounts received**

8221 Membership fees

8222 Assessments

8223 Gifts

8224 Gross sales and revenues from organizational activities

**Items 8230 to 8250 – Other revenue** – *This block of items is for secondary sources of income. Although there are items in this block that are often main sources of income, item 8000, “Trade sales of goods and services,” should still be used to report the main income.*

**Example**

A corporation whose main source of revenue is consulting fees would choose item 8000, “Trade sales of goods and services,” to report this income.

However, if the corporation’s main source of income is from architectural design, but there is secondary income from consulting, the architectural income would be reported under item 8000 and the consulting income under item 8241, “Consulting fees.”

**8230 Other revenue**

*gains on settlement of a debt and miscellaneous revenue*

8231 Foreign exchange gains/losses

*amortization of deferred exchange gains and losses and realized gains and losses on foreign currency*

8232 Income/loss of subsidiaries/affiliates

*for corporations that report investment in subsidiary corporations on the equity basis*

8233 Income/loss of other divisions

8234 Income/loss of joint ventures

*for corporations that report investments in joint ventures on the equity basis*

8235 Income/loss of partnerships

*for corporations that report investments in partnerships on the equity basis*

**Note**

A loss on foreign exchange, subsidiaries/affiliates, other divisions, joint ventures, or partnerships shown as an expense should be reported under the appropriate item (items 8231 to 8235) as a negative.

8236 Realization of deferred revenues

*realization of interest income, realization of instalment payments, and realization of service charges*

8237 Royalty income other than resource

*royalty income or royalty fees from computer programs, copyrights, motion pictures, and patents*

8238 Alberta royalty tax credits

8239 Management and administration fees

8240 Telecommunications revenue

8241 Consulting fees

8242 Subsidies and grants

*government assistance and subsidy payments (for non-fishing corporations), federal, provincial, territorial, or municipal grants received by corporations that are non-profit organizations*

8243 Sale of by-products

*secondary income earned by a garage selling discarded oil or tires to be used for other than the intended use, or a restaurant selling discarded food as pig feed*

8244 Deposit services

8245 Credit services

8246	Card services	8450	<b>Other direct costs</b>
8247	Patronage dividends	8451	Equipment hire and operation
8248	Insurance recoveries <i>life insurance proceeds on the death of insured executives</i>	8452	Log yard <i>barker, bucking, clipper, log sorting, and sawing</i>
8249	Expense recoveries	8453	Forestry costs <i>cutting, firefighting supplies, scaling, and silviculture</i>
8250	Bad debt recoveries	8454	Logging road costs <i>road clearing, ploughing, and grating</i>
8299	<b>Total revenue</b> <i>This item represents the sum of all revenue amounts and <b>must</b> be reported if there is no farming revenue (see "Validity check items" on page 7).</i>	8455	Stumpage costs
		8456	Royalty costs <i>royalties paid to holders of copyrights, movies, patents, performing rights, and trademarks, found in cost of sales</i>
<b>Cost of sales</b>		8457	Freight-in and duty <i>customs and excise duty</i>
8300	<b>Opening inventory</b>	8458	Inventory write-down <i>reevaluation of inventory and inventory adjustments</i>
8301	Opening inventory – Finished goods	8459	Direct cost amortization of tangible assets <i>amortization of leasehold improvements and amounts referred to as depreciation shown in cost of sales</i>
8302	Opening inventory – Raw materials	8460	Direct cost amortization of natural resource assets <i>amounts referred to as depletion shown in cost of sales</i>
8303	Opening inventory – Goods in process <i>opening inventory – work in progress</i>	8461	Overhead expenses allocated to cost of sales <i>amounts reported under cost of sales that are normally considered operating expenses</i>
8320	<b>Purchases/cost of materials</b> <i>cost of merchandise sold, fuel and purchased power, manufacturing supplies used, materials, and merchandise purchased – may be reported net of discounts earned on purchases</i>	8500	<b>Closing inventory</b>
8340	<b>Direct wages</b> <i>commissions, labour, production wages, and supervision when shown in cost of sales</i>	8501	Closing inventory – Finished goods
8350	<b>Benefits on direct wages</b>	8502	Closing inventory – Raw materials
8360	<b>Trades and sub-contracts</b> <i>contract labour, custom work, sub-contract labour, and outside labour</i>	8503	Closing inventory – Goods in process <i>closing inventory – work in progress</i>
8370	<b>Production costs other than resource</b>	8518	<b>Cost of sales</b> <i>This item represents the sum of all cost of sales amounts.</i>
8400	<b>Resource production costs</b> <i>gas processing, oil and gas operating expenses, oil and gas production, milling, smelting, and refining</i>	8519	<b>Gross profit/loss</b> <i>This item represents the net amount of item 8089, "Total sales of goods and services," less item 8518, "Cost of sales" – May also be referred to as gross margin.</i>
8401	Pipeline operations		
8402	Drilling		
8403	Site restoration costs <i>future removal costs</i>		
8404	Gross overriding royalty		
8405	Freehold royalties		
8406	Other producing properties rental <i>freehold lease rentals and freehold delay rentals</i>		
8407	Prospect/geological <i>digital processing, geochemical work, geophysical work, gravity meters, magnetic playbacks, seismographs, staking, and velocity surveys</i>		
8408	Well operating, fuel and equipment		
8409	Well abandonment and dry holes		
8410	Other lease rentals		
8411	Exploration expenses <i>aerial surveys</i>		
8412	Development expenses <i>stripping costs</i>		
8435	<b>Crown charges</b>		
8436	Crown royalties		
8437	Crown lease rentals		
8438	Freehold mineral tax		
8439	Mining taxes		
8440	Oil sand leases		
8441	Saskatchewan resource surcharge		
			<b>Operating expenses</b>
		8520	<b>Advertising and promotion</b>
		8521	Advertising <i>catalogues, media expenses, and publications</i>
		8522	Donations <i>charitable donations, donations to the Crown, and political donations</i>
		8523	Meals and entertainment <i>tickets (theatre, concert, athletic event, etc.)</i>
		8524	Promotion <i>booths, demonstrations/presentations, displays, prospectus, samples, and seminars (given)</i>
		8570	<b>Amortization of intangible assets</b> <i>amortization of intangible assets such as deferred charges, goodwill (before 2002), patents, franchises, copyrights, trademarks, organization costs, and research and development costs</i>
		8571	<b>Goodwill impairment loss</b> <i>applies to 2002 and later tax years</i>



8590	<b>Bad debt expense</b> <i>allowance for bad debts, allowance/provision for doubtful accounts, bad debt, bad debt written-off, provision for bad debts, and reserve for bad debt</i>	8763	Franchise fees
		8764	Government fees
8610	<b>Loan losses</b> <i>for loans, mortgages, and other loan-type amounts written off</i>	8790	<b>Nova Scotia tax on large corporations</b>
8611	Provision for loan losses <i>provision/allowance for loan, mortgage, or credit losses</i>	8810	<b>Office expenses</b>
8620	<b>Employee benefits</b> <i>association dues, clothing allowance, lodging, payroll deductions/levies/taxes, and room and board</i>	8811	Office stationery and supplies
8621	Group insurance benefits <i>medical, dental, and life insurance plans</i>	8812	Office utilities <i>utility expenses related to an office such as electricity, gas, heating, hydro, and telephone</i>
8622	Employer's portion of employee benefits <i>Canada Pension Plan, company pension plan, employment insurance, Quebec Parental Insurance Plan, and Workers' Compensation</i>	8813	Data processing <i>word processing</i>
8623	Contributions to deferred income plans <i>contributions to a registered pension plan, a deferred profit sharing plan, an employee profit sharing plan, and a registered supplementary unemployment benefit plan</i>	8860	<b>Professional fees</b> <i>engineering fees, professional services, and surveyor fees</i>
8650	<b>Amortization of natural resource assets</b> <i>amounts referred to as depletion</i>	8861	Legal fees <i>lawyer and notary fees</i>
8670	<b>Amortization of tangible assets</b> <i>amortization of leasehold improvements and amounts referred to as depreciation</i>	8862	Accounting fees <i>bookkeeping</i>
8690	<b>Insurance</b> <i>bonding, fire insurance, liability insurance, premium expenses, property insurance, and vehicle insurance</i>	8863	Consulting fees
8691	Life insurance on executives <i>insurance policies where the beneficiary is the corporation rather than the estate of the executive</i>	8864	Architect fees <i>architectural design and illustration fees and landscape architect fees</i>
8710	<b>Interest and bank charges</b> <i>finance charges, bank charges, and interest payments on capital leases</i>	8865	Appraisal fees <i>real estate and jewellery appraisal, and financial valuation services</i>
8711	Interest on short-term debt	8866	Laboratory fees
8712	Interest on bonds and debentures <i>amortization of bond discounts</i>	8867	Medical fees
8713	Interest on mortgages <i>amortization of mortgage discount or expense</i>	8868	Veterinary fees <i>breeding fees</i>
8714	Interest on long-term debt	8869	Brokerage fees
8715	Bank charges	8870	Transfer fees <i>land and property transfer fees</i>
8716	Credit card charges <i>interest on credit cards</i>	8871	Management and administration fees
8717	Collection and credit costs	8872	Refining and assay
8740	<b>Interest paid (financial institutions)</b>	8873	Registrar and transfer agent fees
8741	Interest paid on deposits	8874	Restructuring costs <i>reorganization costs</i>
8742	Interest paid on bonds and debentures	8875	Security commission fees
8760	<b>Business taxes, licences, and memberships</b> <i>beverage licences, business charges, motor vehicle licences and/or registration permits, and trade licences</i>	8876	Training expense <i>animal training, management training, and staff development</i>
8761	Memberships <i>dues and subscriptions</i>	8877	Studio and recording
8762	Business taxes <i>business tax, provincial capital tax (excluding Nova Scotia tax on large corporations), bridge tolls, gross receipt tax, health and education tax, hospital tax, permits, road tolls, and taxes on leases</i>	8910	<b>Rental</b> <i>rental expenses for arena, boat/vessel/ship, coal and lumberyards, railway sidings, safety deposit box/vaults, and parking charges</i>
		8911	Real estate rental <i>apartment, building, land, and office rentals</i>
		8912	Occupancy costs
		8913	Condominium fees
		8914	Equipment rental <i>rental expenses for computer equipment, film, office machines, and road and construction equipment</i>
		8915	Motor vehicle rentals
		8916	Moorage (boat) <i>dock and wharf space</i>
		8917	Storage <i>rental expense for garages and warehouses</i>
		8918	Quota rental <i>forestry and logging quota rental expenses</i>

<b>8960</b>	<b>Repairs and maintenance</b> <i>aircraft repairs and maintenance</i>	<b>9220</b>	<b>Utilities</b>
8961	Repairs and maintenance – Buildings <i>premises upkeep</i>	9221	Electricity <i>hydro</i>
8962	Repairs and maintenance – Vehicles	9222	Water
8963	Repairs and maintenance – Boats	9223	Heat
8964	Repairs and maintenance – Machinery and equipment <i>gas and power line repairs and maintenance</i>	9224	Fuel costs <i>coal, diesel, fuel, natural gas, oil, and propane for heating and cooking</i>
<b>9010</b>	<b>Other repairs and maintenance</b> <i>janitorial services, landscaping, and yard maintenance</i>	9225	Telephone and telecommunications <i>cellular telephone, fax machine, and pager</i>
9011	Machine shop expense	<b>9270</b>	<b>Other expenses</b>
9012	Road costs <i>snow removal costs</i>	9271	Cash over/short
9013	Security <i>alarm system and surveillance equipment repairs and maintenance</i>	9272	Reimbursement of parent company expense <i>portion of expenses owing to parent</i>
9014	Garbage removal	9273	Selling expenses
<b>9060</b>	<b>Salaries and wages</b> <i>amounts not found in cost of sales such as administrative salaries, casual labour, cost of living allowance, down time, fees to employees, minimum wage levies, payroll remuneration, severance pay, supervision, and vacation pay</i>	9274	Shipping and warehouse expense
9061	Commissions	9275	Delivery, freight and express <i>courier, customs, delivery and installation, distribution, ferry charges, freight and cartage, freight and duty, shipping and transportation</i>
9062	Crew share	9276	Warranty expenses <i>guarantee costs</i>
9063	Bonuses <i>incentive compensation</i>	9277	Royalty expenses – Resident <i>amounts reported as non-resource royalties paid to Canadian residents such as copyrights, movies, patents, performing rights, and trademarks</i>
9064	Directors fees	9278	Royalty expenses – Non-resident <i>amounts reported as non-resource royalties paid to non-residents such as copyrights, movies, patents, performing rights, and trademarks</i>
9065	Management salaries <i>officers' salaries</i>	9279	Dumping charges
9066	Employee salaries <i>office salaries</i>	9280	Land fill fees
<b>9110</b>	<b>Sub-contracts</b> <i>contract labour, contract work, custom work, and hired labour</i>	9281	Vehicle expenses <i>automobile expenses, gas, motor vehicle fuel, tires, and vehicle washing</i>
<b>9130</b>	<b>Supplies</b> <i>medical supplies, veterinary drugs and supplies, wrapping and packing supplies</i>	9282	Research and development
9131	Small tools	9283	Withholding taxes
9132	Shop expense	9284	General and administrative expenses <i>marketing and administration, office and general expenses, selling and administrative expenses</i>
9133	Uniforms	9285	Interdivisional expenses
9134	Laundry <i>dry-cleaning</i>	9286	Interfund transfer <i>This item is for corporations including non-profit organizations to report fund amounts transferred to or from the income statement, from or to retained earnings.</i>
9135	Food and catering	<b>9367</b>	<b>Total operating expenses</b> <i>This item represents the sum of all operating expense amounts.</i>
9136	Fishing gear	<b>9368</b>	<b>Total expenses</b> <i>This item must be reported if there are no farming expenses (see "Validity check items" on page 7). Any amount reported under this item should be equal to the amount reported under item 8518, "Cost of sales," plus the amount reported under item 9367, "Total operating expenses."</i>
9137	Nets and traps	<b>9369</b>	<b>Net non-farming income</b> <i>The amount reported should be equal to the amount reported under item 8299, "Total revenue," minus the amount reported under item 9368, "Total expenses."</i>
9138	Salt, bait, and ice		
9139	Camp supplies		
<b>9150</b>	<b>Computer-related expenses</b>		
9151	Upgrade <i>updates to computer software</i>		
9152	Internet		
<b>9180</b>	<b>Property taxes</b> <i>municipal and realty taxes</i>		
<b>9200</b>	<b>Travel expenses</b> <i>airfare, hotel rooms, travel allowance, travel, and accommodations</i>		
9201	Meetings and conventions <i>seminars attended</i>		

## Farming Income Statement Information

### Cash vs. Accrual

As a farming corporation, you may choose to report your income using the cash method rather than the accrual method. If you are involved in more than one business activity, only your farming business can use the cash method.

#### 0001 Operating name

Complete this section if your operating name is different from the corporation name (for example, 111111 Ontario Ltd., operating as Maggie's Muffins).

#### 0002 Description of the operation

You must complete the description of the operation when you are reporting more than one income statement, and the activity is different than the major business activity. For more information on reporting multiple lines of business, see page 30 of this guide.

#### 0003 Sequence number

For more than one income statement, use sequence numbers for each statement – number 01 for the income statement relating to the main activity with supplementary income statements numbered consecutively from 02.

### Farming revenue

#### 9370 Grains and oilseeds

mustard seed, rye, and sunflower seeds

#### 9371 Wheat

durum

#### 9372 Oats

#### 9373 Barley

#### 9374 Mixed grains

#### 9375 Corn

#### 9376 Canola

#### 9377 Flaxseed

#### 9378 Soya beans

#### 9379 Wheat Board payments

#### 9420 Other crop revenues

herbs, hops, and sugar beets

#### 9421 Fruit

#### 9422 Potatoes

#### 9423 Vegetables

#### 9424 Tobacco

#### 9425 Greenhouse and nursery products

greenhouse or nursery products such as flowers, greenhouse vegetables, horticultural products, ornamental plants, rooted cuttings, seeds and bulbs, shrubs, sod and turf, and trees

#### 9426 Forage crops

alfalfa, alsike, clover, clover seeds, fescue, grass seed, hay, and timothy

#### 9470 Livestock and animal products revenue

revenue received from animal pelts, apiary operation, bison, chinchilla, deer, dog, elk, fox, goats, honey products, mink, market livestock income, rabbit, and wool

#### 9471 Cattle

revenue received from the sale of bulls, calves, and cows

#### 9472 Swine

revenue received from the sale of hogs and pigs

9473

Poultry

revenue received from the sale of chicken, ducks, geese, and turkeys

9474

Sheep and lambs

9475

Pregnant mare urine (PMU)

9476

Milk and cream (excluding dairy subsidies)

9477

Eggs for consumption

9478

Hatching eggs

9479

Aquaculture (hatching and raising)

9480

Horses (breeding and meat)  
revenue received from the sale of ponies, and other equine animals

9520

**Other commodities**

revenue received from ginseng, mushrooms, ostriches, and stud services

9521

Maple products

9522

Artificial insemination

9523

Semen production

9524

Embryo production

revenue received from embryo transplants

9540

**Program payment revenues**

Animal Contagious Diseases Act payments, farm subsidy, farm-support payments, grants, and stabilization subsidy

9541

Dairy subsidies

9542

Crop insurance

insurance proceeds from federal or provincial programs for loss of crops

9544

Disaster Assistance Program payments

9545

AgriStability and AgriInvest benefit

9546

Production insurance premium benefit

9570

**Rebates**

9571

Rebates – Fuel

9572

Rebates – Interest

9573

Rebates – Property taxes

9600

**Other farm revenues/losses**

sale of land, soil or stone, payment in kind, personal consumption benefit, and quality bonus

9601

Custom or contract work

seed cleaning/drying/packing/treating, crop dusting or spraying, custom combining/harvesting, custom seeding, custom spraying, and custom trucking/hauling

9602

Wood sales

amounts reported as income from a farmer's woodlot such as Christmas trees, firewood, logs, lumber, and poles

9603

Horse racing

9604

Insurance proceeds

insurance proceeds for the loss of a building to fire or the loss of livestock to disease

9605

Patronage dividends

certificate of indebtedness

9606

Rental income

building, land, machine, and pasture rental

9607

Interest income

9608

Dividend income

9609

Gains/losses on disposal of assets

book gains/losses, gain/loss on disposal of fixed assets, profit/loss on disposal of fixed assets, profit/loss on sale of investments, and recaptured depreciation

**Note**

Losses on disposal/sale of assets shown as a farm expense should be reported under this item as a negative.

- 9610 Gravel
- 9611 Trucking
- 9612 Resale of commodities purchased
- 9613 Leases (gas, oil, well, surface, etc.)
- 9614 Machine rentals
- 9615 Farming partnership income/loss
- 9616 Farming joint venture income/loss
- 9617 Custom feeding

**9650 Non-farming income**

*If you are not using items 8000 to 8299, use this item to report any non-farming income of a farming corporation.*

**9659 Total farm revenue**

*This item represents the sum of all farm revenue amounts plus any amount under item 9650 and **must** be reported if there are no amounts under any of items 8000 to 8299 (see "Validity check items" on page 7).*

**Farming expenses**

**Cost of Sales** – *The farming income and expense section of the GIFI does not include an item for cost of sales. If a farming corporation has cost of sales with no breakdown, this should be reported under the most appropriate farm expense item.*

**Example**

A cost of sales that consists mainly of hog purchases would be reported under item 9712, "Livestock purchases."

**9660 Crop expenses**

*water purchases or water rights for irrigation, seed cleaning, and crop supplies*

- 9661 Containers, twine, and baling wire
- 9662 Fertilizers and lime  
*chemicals*
- 9663 Pesticides  
*fungicides, herbicides, and insecticides*
- 9664 Seeds and plants

**9710 Livestock expenses**

*Dairy Herd Improvement Association animal grading, dairy, or livestock supplies*

- 9711 Feed, supplements, straw, and bedding  
*purchased dairy rations and forage*
- 9712 Livestock purchases
- 9713 Veterinary fees, medicine, and breeding fees  
*artificial insemination, disease testing, embryo transplants, neutering, semen, spaying, and stud service*
- 9714 Minerals and salts
- 9760 Machinery expenses**
- 9761 Machinery insurance
- 9762 Machinery licences
- 9763 Machinery repairs
- 9764 Machinery fuel  
*lubricants*
- 9765 Machinery lease

**9790 General farm expenses**

*milk testing, negative farm support payments, and silage preservation*

- 9791 Amortization of tangible assets  
*amortization of leasehold improvements and amounts referred to as depreciation*
- 9792 Advertising, marketing costs, and promotion
- 9793 Bad debt  
*allowance for bad debts, allowance/provision for doubtful accounts, bad debt, bad debt written-off, provision for bad debts, and reserve for bad debt*
- 9794 Benefits related to employee salaries  
*contributions to deferred income plans (DPSP/EPSP/RPP), employer's portion of employee benefits (CPP/EI/QPIP/WCB), group insurance benefits (dental/life/medical plans), payroll deductions, and lodging/room and board*
- 9795 Building repairs and maintenance
- 9796 Clearing, levelling, and draining land  
*expenses from building a road, digging/drilling a water well, installing land drainage, ploughing land, and bringing public utilities to the farm*
- 9797 Crop insurance, Revenue Protection Program, and stabilization premiums
- 9798 Custom or contract work  
*egg cleaning/grading/sorting/spraying, cheese aging, and contract harvesting/combining/crop dusting*
- 9799 Electricity
- 9800 Fence repairs and maintenance
- 9801 Freight and trucking  
*delivery and distribution costs and shipping*
- 9802 Heating fuel and curing fuel  
*coal, oil, natural gas, and fuel for curing tobacco/crop drying/greenhouses*
- 9803 Insurance program overpayment recapture
- 9804 Other insurance premiums  
*farm insurance, private crop insurance, livestock insurance, and business interruption insurance premiums*
- 9805 Interest and bank charges  
*finance charges, interest on a farm loan, interest on long-term debt, and interest on a mortgage*
- 9806 Marketing board fees
- 9807 Memberships/subscription fees  
*association fees*
- 9808 Office expenses  
*farm-related office expenses such as accounting/receipt books, invoices, and stationery*
- 9809 Professional fees  
*amounts reported as farm-related expenses such as accounting/bookkeeping fees, data processing costs, and legal fees*
- 9810 Property taxes  
*land, municipal, and realty taxes*
- 9811 Rent – Land and buildings
- 9812 Rent – Machinery
- 9813 Other rental expenses
- 9814 Salaries and wages
- 9815 Salaries and wages other than for spouse or dependants  
*salaries for farmhand and self*
- 9816 Salaries and wages paid to dependants
- 9817 Selling costs
- 9818 Supplies

- 9819 Motor vehicle expenses  
*automobile expenses, gas, motor vehicle fuel, propane, tires, vehicle repairs and maintenance, and vehicle washing*
- 9820 Small tools
- 9821 Soil testing
- 9822 Storage/drying
- 9823 Licences/permits
- 9824 Telephone
- 9825 Quota rental (tobacco, dairy)
- 9826 Gravel
- 9827 Purchases of commodities resold
- 9828 Salaries and wages paid to spouse
- 9829 Motor vehicle interest and leasing costs
- 9830 Prepared feed
- 9831 Custom feed
- 9832 Amortization of intangible assets
- 9833 Amortization of milk quota
- 9834 Travel expenses
- 9835 Capital/business taxes
- 9836 Commissions and levies
- 9850 Non-farming expenses**  
*If you are not using items 8300 to 9368, use this item to report any non-farming expenses of a farming corporation.*
- 9870 Net inventory adjustment**  
*This item may be used to report the farm's opening inventory less its closing inventory.*

**Note**

If the closing inventory is greater than the opening inventory, this item should be reported as a negative.

- 9898 Total farm expenses**  
*This item represents the sum of all farm expense amounts including any amount under item 9850 and **must** be reported if there are no amounts under any of items 8300 to 9368 (see "Validity check items" on page 7).*
- 9899 Net farm income**  
*The amount reported should be equal to the amount reported under item 9659, "Total farm revenue," minus the amount reported under item 9898, "Total farm expenses."*
- 9970 Net income/loss before taxes and extraordinary items**  
*This item represents the sum of item 9369, "Net non-farming income," and item 9899, "Net farm income."*

**Extraordinary items and income taxes**

- 9975 Extraordinary item(s)**  
*This item includes gains/losses resulting from events that:*
- *are not expected to occur regularly over a period of years;*
  - *do not typify normal business activities; and*
  - *do not depend primarily on decisions or determinations by management*

*Examples include the expropriation of a corporation's land and buildings for a highway, the destruction of a large portion of a wheat crop by a tornado, and an explosion in a nuclear reactor resulting in high-level radioactive emission.*

- 9976 Legal settlements**  
*settlement of royalties*
- 9980 Unrealized gains/losses**  
*unrealized gains/losses resulting from the adjustment of book values on the revaluation of assets*
- 9985 Unusual items**  
*asset valuation adjustments such as write-downs and write-offs to net realizable values, items to be scrapped, and gains/losses from discontinued operations or wind-up of subsidiaries/affiliates –this item represents unusual and non-recurring items that do not meet the criteria set out for extraordinary gains/losses.*
- 9990 Current income taxes**  
*Canadian income taxes, federal income/large corporation tax, previous year adjustment to federal income/large corporation tax, and provincial and territorial income taxes*
- 9995 Future (deferred) income tax provision**  
*Canadian income taxes deferred, provision for deferred income taxes, and provision for future income taxes*
- 9998 Total-other comprehensive income**  
*This item is intended for use by corporations and partnerships using either the pre-changeover accounting standards (Part V of the CICA Accounting Handbook) or the International Financial Reporting Standards (IFRS) (Part I of the CICA Accounting Handbook) when preparing their financial statements. It represents the sum of:*
- Item 7000 – Revaluation surplus*
  - Item 7002 – Defined benefit gains/losses*
  - Item 7004 – Foreign operation translation gains/losses*
  - Item 7006 – Equity instruments gains/losses*
  - Item 7008 – Cash flow hedge effective portion gains/losses*
  - Item 7010 – Income tax relating to components of other comprehensive income*
  - Item 7020 – Miscellaneous other comprehensive income*
- 9999 Net income/loss after taxes and extraordinary items**  
*This item represents the net amount of:*
- Item 9970 – Net income/loss before taxes and extraordinary items*
  - Item 9975 – Extraordinary item(s)*
  - Item 9976 – Legal settlements*
  - Item 9980 – Unrealized gains/losses*
  - Item 9985 – Unusual items*
  - Item 9990 – Current income taxes*
  - Item 9995 – Future (deferred) income tax provision*
  - Item 9998 – Total-other comprehensive income*
- Item 9999 **must** be reported (see "Validity check items" on page 7).*

## Appendix B – Reporting multiple lines of business

Some corporations and partnerships, such as those involved in a business that receives income from different sources, choose to file a supplementary income statement for each operation. You can use the GIFI to report the information from the supplementary statements.

You may receive rental income from several properties and may choose to complete a supplementary income statement for each of the properties; or, as a manufacturer, you may also have a retail outlet and choose to submit a supplementary income statement for the retail activity.

Another situation in which you may choose to submit a supplementary income statement is to report amounts broken down in the notes, such as rental loss.

### Completing the main and supplementary income statements

- You have to provide an operating name for each statement, except the summary statement (see the last bullet of this section), unless it is the same as the corporation's or partnership's legal name.
- You have to provide a description of the operation if it is different from the main activity.
- Each statement needs a sequence number. The income statement relating to the main activity must have sequence number 01. The supplementary income statements would be numbered consecutively from 02.
- A GIFI item can be reported on more than one statement. See "Using the same GIFI item on different statements" on this page.
- Each statement should report items up to item 9970, "Net income/loss before taxes and extraordinary items." Do **not** report any extraordinary items or income taxes, or net income/loss after taxes and extraordinary items (items 9975 to 9999) on the main or supplementary income statements.

#### Note

The main income statement (Sequence 01) should not include the net amounts for the information that you have included on the supplementary statements. As a result, some total lines and perhaps gross profit will be different from what is shown on the financial statements.

- You have to provide a summary statement that reports the following: the sum of all amounts under item 9970 on each income statement; any amounts reported under items 9975 to 9998 (representing the extraordinary items and income taxes); and the amount under item 9999 (representing net income/loss after taxes and extraordinary items).

### Using the same GIFI item on different statements

You can report the same GIFI items, which appear for the main activity, on your supplementary income statements. However, any amount you report on a supplementary income statement should **not** be included in the amount you report on the main income statement for the same item.

#### Example

A corporation that prepares multiple income statements may choose to report item 8622, "Employer's portion of employee benefits," on each of its statements. The example following this section shows an amount for item 8622 on each of the statements. Note that the amount reported under item 8622 on Sequence 01 (main activity), does not include the amounts reported under item 8622 on the supplementary income statements.

### Example – Multiple lines of business

The following example represents the statements of a corporation whose main activity is manufacturing but is also involved in retail and equipment rental.

Part 1 shows the corporation's main income statement, which includes the net amounts for each of the supplementary income statements.

Part 2 shows how to report this type of information using the GIFI and how to balance your financial information. Note that the CRA would only receive the name, description of operations, and sequence number with the GIFI code and amount.

Example

## Multiple lines of business – Part 1

### Main Income Statement

<b>Revenue</b>	
Sales	1,500,000
Other revenue	1,500
Foreign exchange	4,200
Investment	5,630
Buy it Here (net)	152,850
Rent-a-Thing (net)	<u>311,630</u>
	1,975,810
Cost of sales	<u>725,000</u>
	1,250,810
<b>Expenses</b>	
Advertising	2,000
CPP	7,100
Depreciation	128,000
Insurance	30,000
Interest on mortgages	140,900
Bank charges	12,700
Capital taxes	6,600
Office	5,800
Legal fees	5,900
Consulting	4,100
Management fees	2,600
Parking	230
Repairs and maintenance	44,000
Janitorial services	3,000
Salaries and wages	282,000
Supplies	14,500
Property taxes	42,000
Telephone	4,500
Utilities	54,000
Automobile expenses	11,700
Miscellaneous expenses	<u>30,100</u>
	831,730
Net income before taxes	419,080
Unrealized gain (loss)	51,930
Income taxes	9,000
Net income after taxes	462,010

### Supplementary statement – Buy It Here

<b>Revenue</b>	
Sales	275,000
Cost of sales	<u>95,500</u>
Gross profit	179,500
<b>Operating expenses</b>	
Advertising	750
Medical plan	400
CPP	1,200
Repairs and maintenance	300
Salaries and wages	21,000
Supplies	1,800
Utilities	<u>1,200</u>
	26,650
Net income	152,850

### Supplementary Statement – Rent-a-Thing

<b>Revenue</b>	
Equipment rental	350,000
<b>Expenses</b>	
Medical plan	570
CPP	1,500
Repairs and maintenance	800
Salaries and wages	30,000
Supplies	<u>5,500</u>
	38,370
Net income	311,630

## Part 2

**0001 Operating Name:** Manufacture-it-now  
**0002 Description of the operation:** manufacturing  
**0003 Sequence number:** 01

Revenue		Amount
8000	Trade sales of goods and services	1500000
8230	Other revenue	1500
8231	Foreign exchange gains/losses	4200
8090	Investment revenue	5630
8299	Total revenue	1511330
8518	Cost of sales	725000
8519*	Gross profit/loss	775000
Operating expenses		Amount
8521	Advertising	2000
8622	Employer's portion of employee benefits	7100
8670	Amortization of tangible assets	128000
8690	Insurance	30000
8713	Interest on mortgages	140900
8715	Bank charges	12700
8762	Business taxes	6600
8810	Office expenses	5800
8861	Legal fees	5900
8863	Consulting fees	4100
8871	Management and administration fees	2600
8910	Rental	230
8960	Repairs and maintenance	44000
9010	Other repairs and maintenance	3000
9060	Salaries and wages	282000
9130	Supplies	14500
9180	Property taxes	42000
9225	Telephone and telecommunications	4500
9220	Utilities	54000
9281	Vehicle expenses	11700
9270	Other expenses	30100
9367	Total operating expenses	831730
9368**	Total expenses	1556730
9369***	Net non-farming income	(45400)
9970	Net income/loss before taxes and extraordinary items	(45400)

\* 8519 = 8000 – 8518

\*\* 9368 = 8518 + 9367

\*\*\* 9369 = 8299 – 9368

**0001 Operating Name:** Buy-it-here  
**0002 Description of the operation:** retail  
**0003 Sequence number:** 02

Revenue		Amount
8000	Trade sales of goods and services	275000
8299	Total revenue	275000
8518	Cost of sales	95500
8519*	Gross profit/loss	179500
Operating expenses		Amount
8521	Advertising	750
8621	Group insurance benefits	400
8622	Employer's portion of employee benefits	1200
8960	Repairs and maintenance	300
9060	Salaries and wages	21000
9130	Supplies	1800
9180	Property taxes	42000
9220	Utilities	1200
9367	Total operating expenses	26650
9368**	Total expenses	122150
9369***	Net non-farming income	152850
9970	Net income/loss before taxes and extraordinary items	152850

\* 8519 = 8000 – 8518

\*\* 9368 = 8518 + 9367

\*\*\* 9369 = 8299 – 9368

**0001 Operating Name:** Rent-a-thing  
**0002 Description of the operation:** equipment rental  
**0003 Sequence number:** 03

Revenue		Amount
8140	Rental revenue	350000
8299	Total revenue	350000
Operating expenses		Amount
8621	Group insurance benefits	570
8622	Employer's portion of employee benefits	1500
8960	Repairs and maintenance	800
9060	Salaries and wages	30000
9130	Supplies	5500
9367	Total operating expenses	38370
9368	Total expenses	38370
9369*	Net non-farming income	311630
9970	Net income/loss before taxes and extraordinary items	311630

\* 9369 = 8299 – 9368

### Summary Statement

Revenue		Amount
9970	Net income/loss before taxes and extraordinary items – All operations	419080
9980	Unrealized gains/losses	51930
9990	Current income taxes	9000
9999*	Net income/loss after taxes and extraordinary items	462010

\* 9999 = 9970 + 9980 – 9990



## Appendix C – Non-profit organizations

This appendix is intended to help corporations that are non-profit organizations (NPOs) use the GIFI to report their financial statement information.

Table A shows some NPO terminology and the equivalent GIFI terminology. Table B provides specific NPO terms and the suggested equivalent GIFI item.

<b>NPO terminology</b>	<b>Equivalent GIFI terminology</b>
Members' equity	Shareholder equity
Owners' equity	
Fund balances	
Net assets	
Reserves	
Balance at end of year – General Surplus	Retained earnings/deficit
Operating fund	
General fund	
Statement of revenue and expenditures	Income statement
Statement of income and surplus	
Statement of receipts and disbursements	
Statement of operations	
Excess of revenues over expenses (expenses over revenues)	Net non-farming income

<b>NPO term</b>	<b>Equivalent GIFI item</b>
<b>Assets and liabilities</b>	
Cash	1001 Cash
Amounts receivable from other than members	1060 Accounts receivable
Amounts receivable from members	1073 Amounts receivable from members of NPOs
Inventory	1120 Inventories
Short-term investments	1180 Short-term investments
Prepaid expenses	1484 Prepaid expenses
Fixed assets	2008 Total tangible capital assets
Long-term investments	2300 Long-term investments
Total assets	2599 Total assets
Amounts owing to other than members	2620 Amounts payable and accrued liabilities
Amounts owing to members	2630 Amounts payable to members of NPOs
Total liabilities	3499 Total liabilities
<b>Amounts received</b>	
Interest received	8090 Investment revenue
Dividends received	8095 Dividend income
Rentals received	8140 Rental revenue
Proceeds of disposition of capital property	8210 Realized gains/losses on disposal of assets
Membership dues or fees	8221 Membership fees
Assessments received	8222 Assessments
Gifts	8223 Gifts
Gross sales and revenues from organizational activities	8224 Gross sales and revenues from organizational activities
Royalties received	8237 Royalty income other than resource
Federal, provincial, or municipal grants received	8242 Subsidies and grants
Total receipts	8299 Total revenue
<b>Transfer(s) to/from fund(s)</b>	
Shown in retained earnings	3745 Interfund transfer
Shown on income statement	9286 Interfund transfer

## For more information

### What if you need help?

If you need more information after reading this publication, visit [www.cra.gc.ca](http://www.cra.gc.ca) or call 1-800-959-5525.

For information about filing your *T2 Corporation Income Tax Return*, see Guide T4012, *T2 Corporation – Income Tax Guide*.

For corporation internet filing, go to [www.cra.gc.ca/corporation-internet](http://www.cra.gc.ca/corporation-internet).

For information about filing your *T5013 Partnership Information Return*, see Guide T4068, *Guide for the T5013 Partnership Information Return*.

### Forms and publications

To get our forms and publications, go to [www.cra.gc.ca/forms](http://www.cra.gc.ca/forms) or call 1-800-959-2221.

### Electronic mailing lists

We can notify you immediately about new information like new or revised income tax technical publications, electronic filing, SR&ED tax incentives, and more. To subscribe free of charge, go to [www.cra.gc.ca/lists](http://www.cra.gc.ca/lists).

### Online services built for businesses

With the CRA's online services for businesses, you can do many things, including:

- authorize a representative for **online access** to your business accounts;
- change the mailing and physical addresses, as well as the books and records address;
- transmit a T2 return without a Web access code;
- view return balances (for example, non-capital loss balances);
- transfer payments and right away view updated balances;
- register a formal dispute; and
- submit enquiries and get the responses online within 10 business days.

To access our online services, go to:

- [www.cra.gc.ca/representatives](http://www.cra.gc.ca/representatives), if you are an authorized representative (including employees); or
- [www.cra.gc.ca/mybusinessaccount](http://www.cra.gc.ca/mybusinessaccount), if you are a business owner.

### Teletypewriter (TTY) users

TTY users can call 1-800-665-0354 for bilingual assistance during regular business hours.

### Our service complaint process

If you are not satisfied with the **service** that you have received, contact the CRA employee you have been dealing with or call the telephone number that you have been given. If you are not pleased with the way your concerns are addressed, you can ask to discuss the matter with the employee's supervisor.

If the matter is not settled, you can then file a service complaint by completing Form RC193, *Service-Related Complaint*. If you are still not satisfied, you can file a complaint with the Office of the Taxpayers' Ombudsman.

For more information, go to [www.cra.gc.ca/complaints](http://www.cra.gc.ca/complaints) or see Booklet RC4420, *Information on CRA – Service Complaints*.

### Non-resident corporation enquiries

If you have a question about a **non-resident corporation** account, go to [www.cra.gc.ca/tx/nnrstdnts/bsnss](http://www.cra.gc.ca/tx/nnrstdnts/bsnss) or call:

**within Canada and continental United States**  
1-855-284-5944

Monday to Friday (except holidays)  
8:15 a.m. to 8 p.m. (local time)

**from outside Canada and continental United States**  
(We accept collect calls.)  
613-940-8497

Monday to Friday (except holidays)  
7:15 a.m. to 6 p.m. (Eastern time)

You may write to the International Tax Services Office at:

2204 Walkley Road  
Ottawa ON K1A 1A8  
CANADA

Fax  
613-952-3845

### Your opinion counts

If you have comments or suggestions that could help us improve our publications, send them to:

Taxpayer Services Directorate  
Canada Revenue Agency  
395 Terminal Avenue  
Ottawa ON K1A 0S5