

CH19111104287

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Registered Canadian Amateur
Athletic Association Information Return

110

SALLE DU COURRIER

Identification

Name of association Athletics Canada	
Address 105 - 2141 Thurston Drive <i>OK</i>	
City Ottawa	
Province or territory Ontario	Postal code K1G6C9

Return for fiscal period ending <i>RCA</i>							
2	0	1	8	0	3	3	1
Year				Month			Day
Is this the first return filed by this association?							
Yes <input type="checkbox"/>				No <input checked="" type="checkbox"/>			
If "no," has the fiscal period changed from the last return filed?							
Yes <input checked="" type="checkbox"/>				No <input type="checkbox"/>			
Is this the final return to be filed by this association?							
Yes <input type="checkbox"/>				No <input checked="" type="checkbox"/>			
If "yes," please attach an explanation.							
File number <i>119472975</i>							
BN/Registration number <i>119472975</i> RR 0001							

Is the address above the same mailing address as last year?

Yes No

If no, is the address above the new mailing address?

Yes No

Instructions

Complete the Identification area.

Complete the boxes (above right) to indicate the end of the association's fiscal period.

Attach FINANCIAL STATEMENTS for the fiscal period covered by this return. These should include a statement of revenue and expenditures for the fiscal period and a statement of assets and liabilities as of the end of the fiscal period. The statements should indicate the different sources of revenue in sufficient detail to show how funds were spent or invested.

Attach a list of the names, addresses, and occupations or lines of business of the association's current directors.

Attach a list of the names and the official positions of the people who are authorized to issue official receipts for the association.

Attach a note that fully explains what replacement procedure is followed in the event of lost or spoiled receipts.

Within six months from the end of the fiscal period of the association, mail or deliver a completed return and all required documents to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

Form authorized by the Minister of National Revenue.

Information required

1. Have any changes not previously reported been made to the association's governing documents? If **yes**, please attach a certified copy of the changes. Yes No

2. Have complete books and records been kept (including duplicate copies of receipts) which fully substantiate all financial transactions during the fiscal period? If **no**, please attach an explanation. Yes No

3. Please indicate the total amount for which the association issued official donation receipts in this fiscal period. \$ 47,170

4. Are the receipt forms used to acknowledge payments that are NOT gifts clearly distinguishable from official donation receipts which bear the BN/registration number? If **no**, please attach an explanation. Yes No

5. Did the association issue official donation receipts showing a date in the previous calendar year for donations that were mailed or otherwise submitted after the end of the calendar year? If **yes**, please attach an explanation. Yes No

6. Have official donation receipts been issued to acknowledge donations in a form other than cash or cheque – e.g., goods, services rendered, etc.? If **yes**, please attach a list of these gifts and their value as shown on the official donation receipt. Yes No

7. Has any amount donated to the association been returned to the donor during the year? If **yes**, please attach an explanation (confidential). Yes No

8 a. During the fiscal period, did the association accept any gifts with the express or implied condition that such gifts were to be used for the benefit of another person, club, society or association? If **yes**, please attach an explanation (confidential). Yes No

b. Did the association issue an official donation receipt to acknowledge such a gift? Yes No

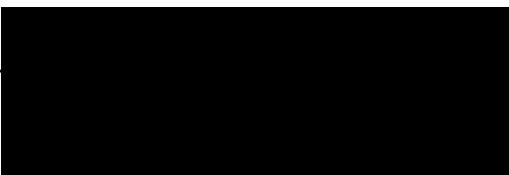
Certification

To be signed by two directors of the association.

1. I, Rob Guy

Name of director whose signature appears below.

of

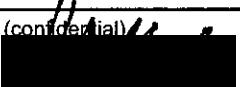
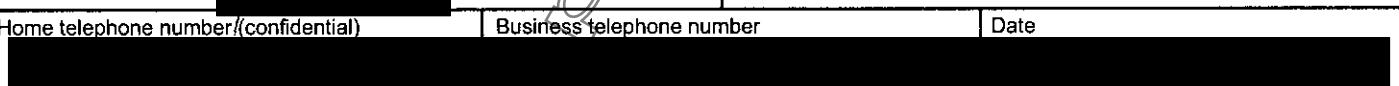
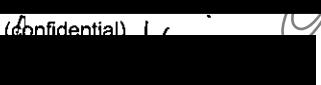
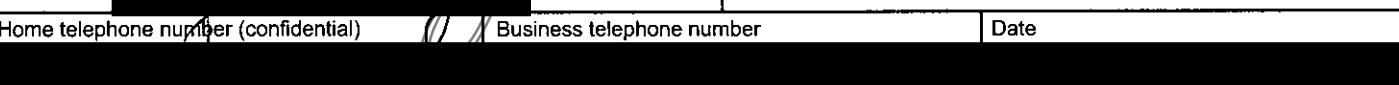
2. I, Sylvie King

Name of director whose signature appears below.

of

Address (confidential)

HEREBY CERTIFY that the information given in this return and in all attachments is, to the best of my knowledge, correct, complete and current. (Note: It is a serious offense under the *Income Tax Act* to provide false or deceptive information.)

1. Signature of director (confidential) 	Position with the association Chief Executive Officer	
Home telephone number (confidential) 	Business telephone number	Date
2. Signature of director (confidential) 	Position with the association Chief Financial Officer	
Home telephone number (confidential) 	Business telephone number	Date

RCAA:

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers and/or like officials and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes social insurance number (SIN), personal tax information, and relevant financial and biographical information, which may be used to assess the overall risk of registration with respect to the obligations of registration as outlined in the Act and the common law. The SIN is collected pursuant to subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make this form and all attachments available to the public upon request and/or on the Charities Directorate website, except for information or data identified as confidential. Personal information may also be disclosed to the organization in question and/or its authorized representatives and other third parties pursuant to the disclosure provisions under Section 241 of the Act. Personal information may also be shared with other government departments and agencies under information-sharing agreements in accordance with the disclosure provisions under Section 241 of the Act. Incomplete or inaccurate information may result in a range of actions including suspension of tax-receiving privileges, up to and including revocation of registered status.

Information is described in Charities Program CRA PPU 200 and is protected under the **Privacy Act**. Individuals have a right of protection, access to and correction or notation of their personal information. Please be advised that you are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the association to voluntarily inform directors and like officials that their personal information has been collected and disclosed to the CRA for the submission of its annual information return.

I confirm that I have read the Privacy statement above.

Financial Statements of

**ATHLETICS CANADA/
ATHLÉTISME CANADA**

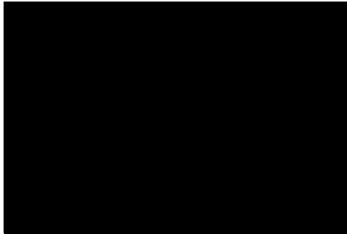
Year ended March 31, 2018



ATHLETICS CANADA/ATHLÉTISME CANADA

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INDEPENDENT AUDITORS' REPORT

To the Members of Athletics Canada/Athlétisme Canada

We have audited the accompanying financial statements of Athletics Canada/Athlétisme Canada, which comprise the statement of financial position as at March 31, 2018, the statements of operations, changes in net assets, and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



[REDACTED]

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Athletics Canada/Athlétisme Canada as at March 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

Other Matter

The financial statements of Athletics Canada/Athlétisme Canada as at and for the year ended, March 31, 2017 were audited by another auditor who expressed an unmodified opinion on those statements on July 6, 2017.

[REDACTED]

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Canada

[REDACTED]

ATHLETICS CANADA/ATHLÉTISME CANADA

Statement of Financial Position

March 31, 2018, with comparative information for 2017

	2018	2017
Assets		
Current assets:		
Cash	\$ -	\$ 270,918
Trade receivable	908,195	314,623
Prepaid expenses	420,883	227,524
Due from related party (note 3)	<u>167,657</u>	<u>291,870</u>
	<u>1,496,735</u>	<u>1,104,935</u>
Property, plant and equipment (note 4)	48,417	-
Athletes' reserve trust fund (note 5)	135,038	325,289
	<u>\$ 1,680,190</u>	<u>\$ 1,430,224</u>
Liabilities and Net Asset Deficiency		
Current liabilities:		
Bank indebtedness (note 6)	\$ 136,448	\$ -
Accounts payable and accrued liabilities	1,169,818	981,415
Deferred revenue	250,292	211,860
Current portion of loan payable to Athletics Canada Foundation (note 3)	<u>20,000</u>	<u>40,000</u>
	<u>1,576,558</u>	<u>1,233,275</u>
Loan payable to Athletics Canada Foundation (note 3)	40,000	60,000
Athletes' reserve trust fund (note 5)	135,038	325,289
Net asset deficiency:		
Unrestricted	(286,671)	(355,188)
Invested in tangible capital assets	48,417	-
Internally restricted	<u>166,848</u>	<u>166,848</u>
	<u>(71,406)</u>	<u>(188,340)</u>
Commitments (note 10)		
	<u>\$ 1,680,190</u>	<u>\$ 1,430,224</u>

See accompanying notes to financial statements.

On behalf of the Board:



ATHLETICS CANADA/ATHLÉTISME CANADA

Statement of Operations

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Revenue:		
Ministry of Canadian Heritage	\$ 5,252,194	\$ 5,844,000
Other funding partners (note 7)	2,705,480	1,155,872
National events	672,922	269,652
Sponsorship revenue - financial	423,983	384,002
Sport Canada - hosting support (note 9)	396,000	449,000
Sales	320,528	219,894
Membership fees	318,000	299,505
Other revenue	229,475	278,093
Sponsorship revenue, in-kind	180,572	215,000
ACF and ARF contributions	80,518	304,621
Donations	47,170	78,397
	<u>10,626,842</u>	<u>9,498,036</u>
Expenses:		
Administration:		
Salaries and benefits	987,558	1,119,162
Promotion and communications	289,816	351,219
National office	243,815	276,587
Planning and management	149,633	118,032
Association expenses	120,748	202,003
Other	46,520	57,580
	<u>1,838,090</u>	<u>2,124,583</u>
High performance excellence (note 8)	7,097,776	6,329,115
Marketing sponsorships	180,572	215,000
Sport development:		
Events	706,358	122,558
First contact	340,023	67,023
Hosting support (note 9)	198,637	449,000
Road running	68,302	44,066
Coaching	58,908	84,020
Officials	24,504	33,382
National track league (recovery)	(3,262)	55,497
	<u>1,393,470</u>	<u>855,546</u>
	<u>10,509,908</u>	<u>9,524,244</u>
Excess (deficiency) of revenue over expenses	\$ 116,934	\$ (26,208)

See accompanying notes to financial statements.

ATHLETICS CANADA/ATHLÉTISME CANADA

Statement of Changes in Net Assets\

Year ended March 31, 2018, with comparative information for 2017

	Unrestricted	Invested in tangible capital assets	Internally restricted	Total 2018	Total 2017
Balance, beginning of year	\$ (355,188)	\$ -	\$ 166,848	\$ (188,340)	\$ (162,133)
Excess (deficiency) of revenue over expenses	116,934	-	-	116,934	(26,208)
Addition of tangible capital assets	(54,374)	54,374	-	-	-
Amortization of tangible capital assets	5,957	(5,957)	-	-	-
Balance, end of year	\$ (286,671)	\$ 48,417	\$ 166,848	\$ (71,406)	\$ (188,341)

See accompanying notes to financial statements.

ATHLETICS CANADA/ATHLÉTISME CANADA

Statement of Cash Flows

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Excess (deficiency) of revenue over expenses	\$ 116,934	\$ (26,208)
Item not involving cash:		
Amortization	5,957	-
Decrease (increase) in trade receivable	(593,572)	381,231
Decrease in inventories	-	100,000
Increase in prepaid expenses	(193,359)	(56,670)
Increase in accounts payable and accrued liabilities	188,403	131,719
Increase in deferred revenue	38,432	7,751
	<u>(437,205)</u>	<u>537,823</u>
Financing activities:		
Repayment of loan payable to Athletics Canada Foundation	(40,000)	-
Increase (decrease) in athletes' reserve trust fund	<u>(190,251)</u>	<u>325,289</u>
	<u>(230,251)</u>	<u>325,289</u>
Investing activities:		
Repayments from (advances to) related party	124,213	(125,022)
Purchase of property, plant and equipment	(54,374)	-
Decrease (increase) in athletes' reserve trust fund	<u>190,251</u>	<u>(325,289)</u>
	<u>260,090</u>	<u>(450,311)</u>
Increase (decrease) in cash	(407,366)	412,801
Cash (bank indebtedness), beginning of year	270,918	(141,883)
Cash (bank indebtedness), end of year	\$ (136,448)	\$ 270,918

See accompanying notes to financial statements.

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements

Year ended March 31, 2018

Athletics Canada/Athlétisme Canada (the "Association") was incorporated under the Canada Corporations Act and received letters of patent dated July 31, 1968. The Association adopted the name Athletics Canada/Athlétisme Canada by way of supplementary letters patent dated June 4, 1991. The Association is a "Registered Canadian Amateur Athletic Association" within the meaning of the Canada Income Tax Act and is, therefore, not subject to income taxes. The Association was continued under the Canada Not-for-Profit Corporations Act on June 19, 2014.

The Association is a national sports governing body whose purpose is to support high performance athletics excellence at the world level and to provide leadership in developmental athletics. Its membership consists of ten provincial and two territorial branches which are further divided into club members, individual members, affiliated members and supporting members.

All provincial and territorial branches are autonomous, separately incorporated organizations. In addition, the Athletics Canada Foundation ("ACF") is a separate legal entity with an independent board of directors. The financial statements of the Association do not include the net assets and income of the provincial and territorial branches or the ACF.

1. Significant accounting policies:

These financial statements are prepared by management in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook – Accounting and include the following significant accounting policies:

(a) Capital assets:

Capital assets are amortized on following methods and annual rates:

Asset	Method	Rate
Furniture and fixtures	Declining balance	20%
Office equipment	Declining balance	20%
Computer equipment	Declining balance	33%
Leasehold assets	Straight-line	10 years

The estimated useful lives of assets are reviewed by management and adjusted if necessary.

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

1. Significant accounting policies (continued):

(b) Revenue recognition:

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Association receives contributions from various funding bodies for reimbursement of certain technical and administrative expenses incurred during the year. Unexpended portions of these contributions may be refundable to the contributors pursuant to particular funding agreements.

Membership fees are set annually by the Board of Directors and are recognized as revenue proportionately over the fiscal year to which they relate.

Other revenue (including but not limited to competition fees, sales and donations) is recorded when earned.

Unrestricted investment income is recognized as revenue when earned.

(c) Contributed services:

Essential goods and services contributed to the Association are recognized at their fair market value calculated at \$180,572 (2017 - \$215,000) for the year.

These financial statements do not reflect the value associated with the numerous hours contributed by volunteers to assist the Association in carrying out its service delivery activities.

(d) Foreign currency translation:

Monetary items denominated in a foreign currency and non-monetary items carried at market are adjusted at the balance sheet date to reflect the exchange rate in effect at that date. Exchange gains and losses are included in the determination of net income for the period.

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

1. Significant accounting policies (continued):

(e) Financial instruments:

(i) Initial measurement:

Financial instruments are measured at fair value on origination or acquisition, adjusted by, in the case of financial instruments that will not be subsequently measured at fair value, financing fees and transaction costs. All other transaction costs are recognized in net income in the year incurred.

(ii) Subsequent to initial recognition:

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in operations.

Financial assets measured at amortized cost include cash, accounts receivable and government remittances receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, government remittances payable and loan payable to Athletics Canada Foundation.

The Association has no financial instruments measured at fair value.

(iii) Impairment:

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying amount of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement.

(f) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. These estimates are reviewed annually and as adjustments become necessary, they are recognized in the financial statements in the period they become known.

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

2. Economic dependence:

The Organization generates the majority of its revenue from shared funding arrangements with Sport Canada. Future operations of the Organization are dependent upon continued participation of Sport Canada.

3. Related party :

Certain activities of the Athletics Canada Foundation ("ACF") require approval by the Association. During the year, the Association had certain transactions with ACF. The transactions were recorded at an exchange amount as determined by the related parties.

The Association was granted charitable funds of \$80,518 (2017 - \$304,621).

The Association maintains a portion of their annual surplus within the investments held by ACF. For the year ended March 31, 2018, there is a surplus, that management has decided to retain in light of the accumulated deficit. The amount of \$167,657 (2017 - \$291,870) due from related party represents charitable funds and other receivable of \$809 (2017 - \$125,022) and \$166,848 (2017 - \$166,848) representing the balance of the investment funds repayable to the Association by ACF. The latter amount will be maintained within ACF's investments funds and will be repayable to the Association.

Over the years, the Association has transferred various monies to ACF. These funds are invested in the ACF's investment portfolio and may only be used to fund future activities of Athletics Canada/Athlétisme Canada. The funds are reflected in ACF's December 31, 2017 audited financial statements as \$1,422,620.

The loan payable to ACF is non-interest bearing and has the following repayment schedule:

	2018
May 2018	\$ 20,000
May 2019	20,000
May 2020	20,000
	<hr/> \$ 60,000

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

4. Property, plant and equipment:

			2018	2017
	Cost	Accumulated amortization	Net book value	Net book value
Furniture and fixtures	\$ 38,076	\$ 5,099	\$ 32,977	\$ -
Computer	1,721	379	1,342	-
Leasehold improvements	14,578	480	14,098	-
	<hr/> \$ 54,375	<hr/> \$ 5,958	<hr/> \$ 48,417	<hr/> \$ -

5. Trust funds:

The Association administers trust funds which represent monies received by athletes from sponsorship contracts, equipment endorsements, advertising, participation in competitions and any other activities not prohibited by the International Amateur Athletic Federation. An administrative fee of \$Nil (2017 - \$Nil), was charged for this service. These funds are reported as trust assets and a corresponding trust liability on the financial statements of the Association, which reflect the fact that the Association has no title to these assets, but solely administers them on behalf of the athletes. The invested assets are recorded at market value, as follows:

	2018	2017
Cash held in Canadian chartered bank	\$ 7,318	\$ 69,470
Marketable securities, at market value	127,720	255,819
	<hr/> \$ 135,038	<hr/> \$ 325,289

Cash held in Canadian chartered bank includes \$4,750 denominated in U.S. dollars (2017 - \$4,929). Marketable securities at market value includes \$Nil denominated in U.S. dollars (2017 - \$Nil). The allocation of these assets is as follows:

	2018	2017
Net trust assets due to athletes	\$ 135,038	\$ 325,289

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

6. Bank indebtedness:

Under its credit agreement with a Canadian Chartered Bank as at March 31, 2018, the Association has an operating line of credit of \$151,240 (2017 - \$Nil). The operating line of credit is due on demand and bears interest at bank prime plus 0.5%.

A credit facility has been provided by ACF to a maximum of \$350,000, bearing interest at prime plus 1% payable quarterly. Any funds advanced under this facility are to be repaid by the first available funds by the Association on a revolving basis. At March 31, 2018, there were no funds advanced under this loan facility (2017 - \$Nil).

7. Other funding partners:

	2018	2017
Canadian Olympic Committee	\$ 1,060,000	\$ 432,290
Canadian Paralympic Committee	102,500	73,799
Coaching Association of Canada	22,344	25,442
Intro to Athletics	301,800	-
NACAC	75,000	-
National Track League	-	52,191
Provincial funding	237,500	242,000
Sport Canada	341,301	330,000
Other	565,035	150
	<hr/> \$ 2,705,480	<hr/> \$ 1,155,872

8. High-performance excellence:

	2018	2017
Administration	\$ 124,243	\$ 216,938
Coaching and technical leadership	1,096,928	1,136,149
National Team program	3,283,617	2,611,572
Sport science/sport medicine	915,945	599,541
Staff salaries	426,610	437,223
Other	1,250,433	1,327,692
	<hr/> \$ 7,097,776	<hr/> \$ 6,329,115

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

9. Hosting support:

	2018 Revenue	2018 Expense	2017 Revenue	2017 Expense
Combined events/Boiling Point	\$ 99,000	\$ 49,000	\$ 49,000	\$ 49,000
Harry Jerome, Aileen Meagher, Speed Inferno	147,000	198,637	190,000	190,000
Pan-American Juniors	-		210,000	210,000
Francophonie	150,000		-	-
	\$ 396,000	\$ 198,637	\$ 449,000	\$ 449,000

The hosting requirements for Sport Canada have changed for 2017 - 2018; it is no longer required to have all expenses tracked directly against revenue. In the case of Combined Events and Boiling Point International, the expenses are captured under National Events. With respect to Francophonie, the expenses are captured under High Performance, National Teams.

10. Commitments:

The Association rents premises under long-term operating lease that expire December 2028. The annual rent is \$22,435 and the future minimum lease payments to the expiry date are \$220,835.

11. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Association is exposed to credit risk with respect to the accounts receivable. The Association assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. At year-end, \$Nil was allowed for in allowance for doubtful accounts.

ATHLETICS CANADA/ATHLÉTISME CANADA

Notes to Financial Statements (continued)

Year ended March 31, 2018

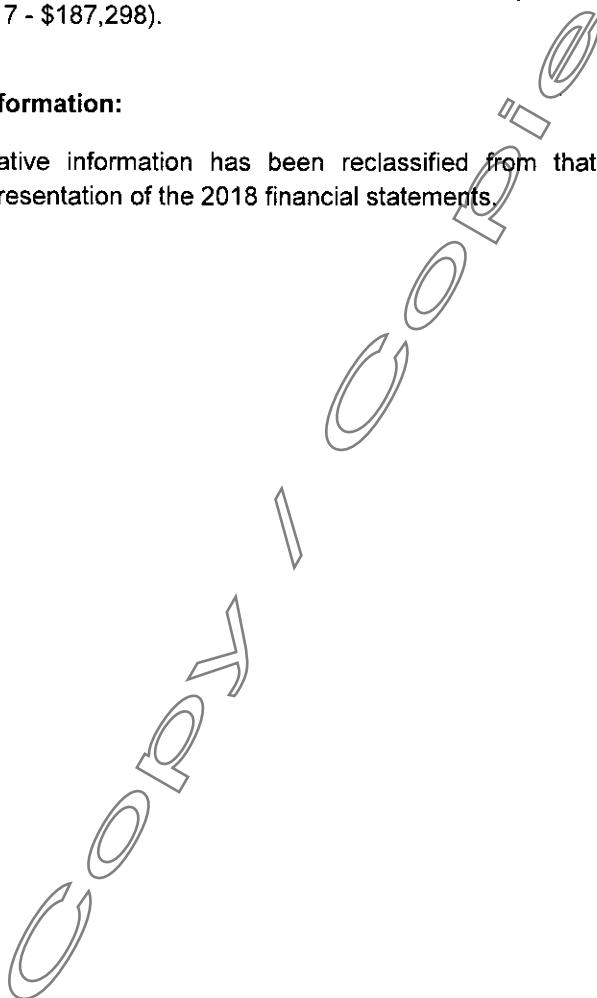
11. Financial risks and concentration of risk: (continued):

(c) Foreign exchange risk:

The Association is subject to foreign exchange risk arising from its holdings of U.S. cash of \$1,813 (2017 - \$187,298).

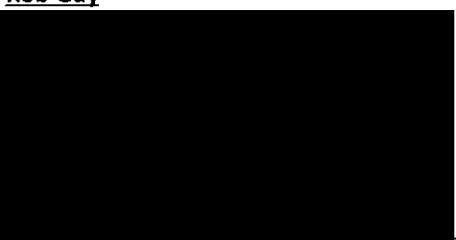
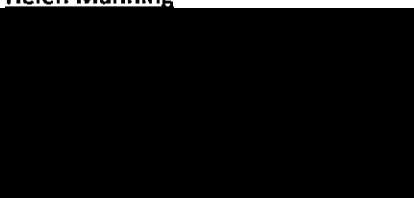
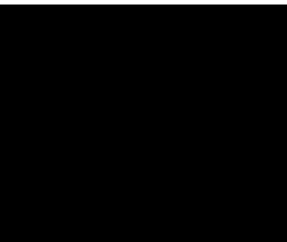
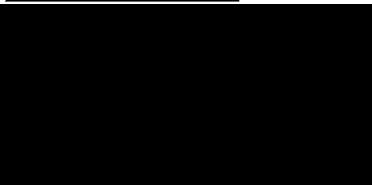
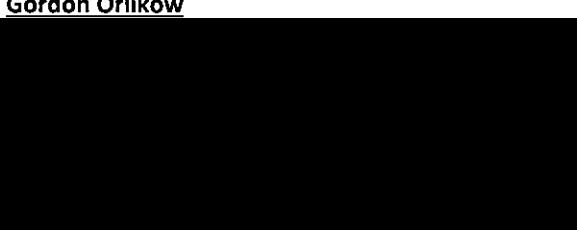
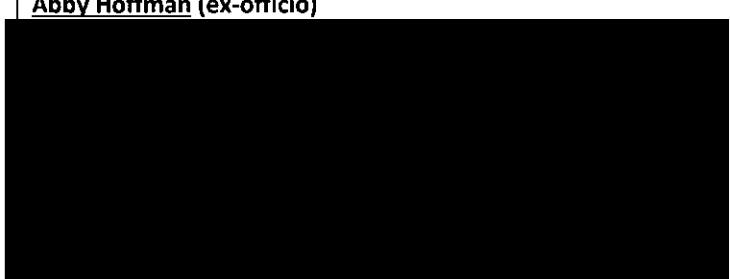
12. Comparative information:

Certain comparative information has been reclassified from that previously presented to conform to the presentation of the 2018 financial statements.





BOARD OF DIRECTORS – 2018

Bill MacMackin (Chair) 	Rob Guy 
Helen Manning 	Sean Holman 
Robert Demers 	Lynn Kanuka 
Ann Peel (Vice-Chair) 	John Paton 
Inaki Gomez 	Jillian Drouin 
Gordon Orlikow 	Abby Hoffman (ex-officio) 

January 2018

Athletics Canada

Individuals Authorized to Issue Official Receipts

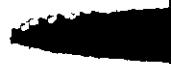
March 31, 2018

At Athletics Canada ("AC"), the following individuals are authorized to issue official receipts:

1. [REDACTED] – Chief Financial Officer
2. Rob Guy – Chief Executive Officer
3. [REDACTED] – Finance Assistant

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Athletics Canada
Process for Replacing Lost or Spoiled Donation Receipts
March 31, 2018

When the Donation Receipt Has Been Sent to the Donor:

When Athletics Canada (“AC”) issues a donation receipt to a donor that is subsequently lost or determined to include incorrect information, AC will issue a replacement receipt. In doing so, the replacement receipt will be issued with the corrected information and include a statement that it replaces the original receipt (as well as a reference to that receipt’s serial number). AC’s copy of the original receipt will also be marked cancelled at that time.

When the Donation Receipt Has Not Been Sent to the Donor:

When AC prepares a donation receipt that includes incorrect information but it has not been sent to the donor, AC will mark both copies of the original receipt as cancelled and prepare a new receipt.