Canada Revenue Agency   Agence du revenu du Canada

CAPITAL GAINS AND DISBURSEMENT QUOTA WORKSHEET

The following worksheet is provided to help a charity track its capital gains, determine if it has met its disbursement quota for the fiscal period, estimate its disbursement quota for the next fiscal period and track its excesses and shortfalls. The worksheet is provided for your use only. Do not file this worksheet with your information return. The line numbers in the right hand column of this worksheet correspond to those in the *Registered Charity Information Return Summary* (Form T1242). Refer to the section in Guide T4033B, "Completing Form T1259 (09)" for an explanation on how to complete this form.

Step 1: Calculating the Capital Gains Pool and Capital Gains Reduction

Capital Gains Pool Calculation

Capital gains pool opening balance (line 5 from preceding year)	$	1
Capital gains realized and declared in the fiscal period from dispositions of enduring property (line 5720)	$	2
Capital gains available for the fiscal period (add lines 1 and 2) – ***Go to Capital Gains Reduction Calculation***	$	3
Capital gains reduction for the fiscal period (Enter the amount from line 11 of the Capital Gains Reduction Calculation) . .	$	4
Capital gains pool ending balance (line 3 minus line 4)	$	5

Capital Gains Reduction Calculation

Multiply line 5900 by 3.5% – ***If the amount entered at line 5900 is $25,000 or less, enter "0"***	$	6
Enter the amount from line 3 of the Capital Gains Pool Calculation	$	7
Enter the lesser of lines 6 and 7	$	8
Enter the amount from line 21 in Step 2 of the Disbursement Quota Calculation	$	9
Enter the lesser of lines 8 and 9 – **Maximum capital gains reduction for the fiscal period**	$	10

If the charity is designated as a charitable organization, and it was registered as a charity before March 23, 2004, and the fiscal period covered by its return begins before January 1, 2009, enter "0" at line 11 . . . .

If the charity answered "Yes" to question 5730, on Schedule 6, Detailed Financial Information, enter the amount it wishes to claim as a capital gains reduction. **Transfer this amount to line 5740 on Schedule 6.** If the charity answered "No" to question 5730 on Schedule 6, enter the amount from line 10 above. **Transfer this amount to line 4 of the Capital Gains Pool Calculation, and to line 22 in Step 2** . . . . ▸	$	11

Step 2: Calculating the disbursement quota requirement for the fiscal period covered by the return

Eligible amount of tax-receipted gifts in **preceding** fiscal period (line 4500)	$	12
Amount deemed to be a tax-receipted gift in **preceding** fiscal period (line 5520)	$	13
Add lines 12 and 13	$	14
Total eligible amount of tax-receipted enduring property in **preceding** fiscal period (line 5640)	$	15
Line 14 minus line 15	$	16
Multiply line 16 by 80%	$	17
Enduring property spent in fiscal period (line 5710)	$	18
Multiply line 18 by 80%	$	19
Enduring property transferred to qualified donees (line 5060)	$	20
Add lines 19 and 20 – **Transfer this amount to line 9 of the Capital Gains Reduction Calculation, if completing Step 1**	$	21
Enter the amount from line 11 of the Capital Gains Reduction Calculation	$	22
Line 21 minus line 22 (If negative, enter "0")	$	23
Amount received from other registered charities from **preceding** fiscal period (line 4510)	$	24
Specified gifts received in **preceding** fiscal period (line 4520)	$	25
Enduring property received from other registered charities in **preceding** fiscal period (line 4525)	$	26
Add lines 25 and 26	$	27
Line 24 minus line 27	$	28
Multiply line 28 by 80% for charitable organizations and public foundations OR by 100% for private foundations	$	29

If the charity is designated as a charitable organization, and it was registered as a charity before March 23, 2004, and the fiscal period covered by its return begins before January 1, 2009, enter "0" at line 39, and go to line 40.

Average value of property (line 5900) – ***If the amount entered at line 5900 is $25,000 or less, enter "0"***	$	30
Enter the amount from line 16 above	$	31
Enter the amount from line 18 above	$	32
Enter the amount from line 20 above	$	33
Enter the amount from line 28 above	$	34
Add lines 31 to 34	$	35
Line 30 minus line 35 (If negative, enter "0")	$	36
Number of days in the fiscal period	$	37
Multiply line 36 by line 37 and divide by 365	$	38
Multiply line 38 by 3.5%	$	39
Disbursement quota requirement for the fiscal period (add lines 17, 23, 29 and 39)	$	40

Step 3: Calculating whether the registered charity met its disbursement quota requirement

Amount spent on charitable programs (line 5000)	$	41
Gifts to qualified donees excluding enduring property (line 5050)	$	42
Enduring property transferred to qualified donees (line 5060)	$	43
Amount of accumulated property for the fiscal period (line 5500)	$	44
Special reduction amount for the fiscal period (line 5750)	$	45
Total expenditures for the fiscal period (add lines 41 to 45)	$	46
Disbursement quota requirement from line 40	$	47
Total expenditures from line 46 above	$	48
Disbursement quota excess OR shortfall (line 47 minus line 48)*	$	49

*Excess is a negative amount and shortfall is a positive amount

Step 4: Estimating the disbursement quota requirement for the next fiscal period

Eligible amount of tax-receipted gifts for the fiscal period (line 4500)	$	50
Accumulated property deemed tax-receipted for the fiscal period (line 5520)	$	51
Add lines 50 and 51	$	52
Eligible amount of tax-receipted enduring property for the fiscal period (line 5640)	$	53
Line 52 minus line 53	$	54
Multiply line 54 by 80%	$	55
Amounts received from other registered charities for the fiscal period (line 4510)	$	56
Multiply line 56 by 80% for charitable organizations and public foundations OR by 100% for private foundations	$	61

If the charity is designated as a charitable organization, and it was registered as a charity before March 23, 2004, and the fiscal period covered by its return begins before January 1, 2009, enter "0" at line 69 and go to line 70.

Average value of property (line 5910) – **If the amount entered at line 5910 is $25,000 or less, enter "0"**	$	62
Enter the amount from line 54 above	$	63
Enter the amount from line 56 above	$	64
Add lines 63 and 64	$	65
Line 62 minus line 65 (If negative, enter "0")	$	66
Number of days in the fiscal period	$	67
Multiply line 66 by line 67 and divide by 365	$	68
Multiply line 68 by 3.5%	$	69
Estimated disbursement quota requirement for the next fiscal period (add lines 55, 61 and 69)*	$	70

*Does not account for enduring property spent in the next fiscal period or transferred to qualified donees.

Keeping track of disbursement excesses

Fiscal Period Ending		Available for carry-forward at end of last fiscal period	Minus amount applied to current shortfall*	Available for carry-forward to next fiscal period
20	(5 years ago)	$	$	
20	(4 years ago)	$	$	$
20	(3 years ago)	$	$	$
20	(2 years ago)	$	$	$
20	(1 year ago)	$	$	$
			Net disbursement excess from this fiscal period	$
			Total available for carry-forward	$

*When covering shortfalls, use available excesses chronologically, starting with the earliest year (5 years ago).

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