



YOUR Community Investment Resource

www.lbg-canada.ca

2020 LBG CANADA AUDIT (2019 fiscal)—DATA SUBMISSION

Type of contribution	Please send actuals for fiscal year end 2019, (i.e. not anticipated future commitments). Document formatting is not required.	
	With every transaction, include: reference # business unit/geographic area/ community partner name project name company focus area transaction value	and ideally also include: LBG motivation demographic community impact area business impact area
	Line by line transactions are always preferable to totals. This applies to all transactions, including cash, in-kind, volunteers (all forms) and all forms of stakeholder contributions (matched and unmatched).	
Cash transactions		All CI investment transactions (exact \$ value)
		Company match of employee & other stakeholder giving
		Company match of employee volunteering (transaction list if possible)
		Payroll giving collected on behalf of employees (see below)
		Customer and other stakeholder contributions collected (see below)
In-Kind Donations		Value of in-kind contribution (at cost to company) (transaction list)
Employee Time During Work Hours (DwH)		# of hours (transaction list if possible)
		# of volunteers (transaction list if possible)
		Hourly rate (if known)
Program Management (PMC)		Staff salaries (only % spent on community investment activities) (overhead % not required)
		Annual memberships & subscriptions
		Technology expenditure
		Professional development (CI, EV, EG team)
		Matching ratio - employee giving / company dollar
		Matching ratio - volunteer time / company dollar
Stakeholder contributions (ERL)		Employee giving \$\$ (transaction list if possible)
		Other stakeholder giving (client, customer, supplier etc.) (transaction list, if possible)
		Other stakeholder volunteer hours (client, customer, supplier etc.) (transaction list if possible)
		# of employee hours volunteered outside of work (transaction list if possible)
		# of employee volunteers outside of work (transaction list if possible)
		# of other stakeholder hours volunteered outside of work (transaction list if possible)
		# of other stakeholder volunteers outside of work (transaction list if possible)
		FEF / TD Charitable Transactions