

sent Sep 16/14



Registered Charity Information Return

23 2014-03-31 108079419 RR 0001 0299198

Section A: Identification

- To help you fill out this form, refer to Guide T4033 (13), Completing the Registered Charity Information Return. It can be found on our Web pages at www.cra.gc.ca/charities, under "Charities-related forms and publications."
The Privacy Act protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate Web site, except for information or data identified as confidential. All of the information collected on this form may be shared as permitted by law (for example, with certain other government departments and agencies).

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

If you did not receive a barcode label to attach to the return, complete the following:

1. Charity name:

The Cridge Centre for the Family

2. Return for fiscal period ending:

Year Month Day 20 1 4 0 3 3 1

3. BN/registration number:

108079419 RR 0001

4. Web address (if applicable):

A1 Was the charity in a subordinate position to a parent organization? 1510 Yes No

Name: BN (if applicable)

A2 Has the charity wound-up, dissolved, or terminated operations? 1570 Yes No

A3 Is your charity designated as a public foundation or private foundation? 1600 Yes No

If yes, you must complete Schedule 1, Foundations. Refer to Form TF725, Registered Charity Basic Information Sheet, to confirm the designation. (Form TF725 is part of the return.)

Section B: Directors/trustees and like officials

B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the public information section of the worksheet is available to the public. Charities subject to the Ontario Corporations Act must also complete Form RC232-WS, Director/Officer Worksheet and Ontario Corporations Information Act Annual Return.

Section C: Programs and general information

C1 Was the charity active during the fiscal period? 1800 Yes No

C2 In the space below, describe all ongoing and new charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. Do not include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. Do not describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs: We run a transition house for women & children leaving abusive situations. We operate a 24/7 home for head injured men. We provide low-cost rentals units for older women & adults with children and run an apartment building for low income & head injury survivors. We operate an Assisted Living Senior Centre. We provide services & counseling to our tenants, especially women & children who left abusive situations. We maintain a database of respite care providers in the Greater Victoria area that parents can access. We operate a Nursery, Day Care, Preschool, School Age Care and a Summer Recreation Camp. We provide case management and community support for head injured survivors living on their own and to FASD and Autism adults. We run a Respite Program that provides free hotel rooms or a night out for parents who have a special needs child so they can have a break. We provide support & services to young parents in the community.

New programs:

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the *Income Tax Act*.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? **2000** Yes No
 If **yes**, you must complete Form T1236, *Qualified Donees Worksheet/Amounts Provided to Other Organizations*.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? **2100** Yes No
 If **yes**, you must complete Schedule 2, *Activities Outside Canada*.

C5 Political Activities

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

(a) Did the charity carry on any political activities during the fiscal period, including making gifts to qualified donees that were intended for political activities? **2400** Yes No
 If **yes**, you must complete Schedule 7, *Political Activities*.

(b) Total amount spent by the charity on these political activities. **5030** \$ _____

(c) Of the amount at line 5030, the total amount of gifts made to qualified donees. **5031** \$ _____

(d) Total amount received from outside Canada that was directed to be spent on political activities. **5032** \$ _____
 If you entered an amount on line 5032 you must complete Schedule 7, *Political Activities*, Table 3.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, tick all fundraising methods that it used during the fiscal period:

- | | | |
|---|--|---|
| 2500 <input checked="" type="checkbox"/> Advertisements/print/radio/TV commercials | 2570 <input type="checkbox"/> Sales | 2620 <input type="checkbox"/> Telephone/TV solicitations |
| 2510 <input type="checkbox"/> Auctions | 2575 <input type="checkbox"/> Internet | 2630 <input type="checkbox"/> Tournament/sporting events |
| 2530 <input checked="" type="checkbox"/> Collection plate/boxes | 2580 <input checked="" type="checkbox"/> Mail campaigns | 2640 <input type="checkbox"/> Cause-related marketing |
| 2540 <input type="checkbox"/> Door-to-door solicitation | 2590 <input type="checkbox"/> Planned-giving programs | 2650 <input checked="" type="checkbox"/> Other |
| 2550 <input type="checkbox"/> Draws/lotteries | 2600 <input type="checkbox"/> Targeted corporate donations/sponsorships | 2660 Specify: <u>Newsletters</u> |
| 2560 <input type="checkbox"/> Fundraising dinners/galas/concerts | 2610 <input checked="" type="checkbox"/> Targeted contacts | |

C7 Did the charity pay external fundraisers? **2700** Yes No
 If **yes**, you must complete the following lines, and complete Schedule 4, *Confidential Data*, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. **5450** \$ _____

(b) Enter the amounts paid to and/or retained by the fundraisers. **5460** \$ _____

(c) Tick the method of payment to the fundraiser:

- | | | |
|--|---|--|
| 2730 <input type="checkbox"/> Commissions | 2750 <input type="checkbox"/> Finder's fee | 2770 <input type="checkbox"/> Honoraria |
| 2740 <input type="checkbox"/> Bonuses | 2760 <input type="checkbox"/> Set fee for services | 2780 <input type="checkbox"/> Other |
| 2790 Specify: _____ | | |

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** Yes No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** Yes No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** Yes No
 If **yes**, you must complete Schedule 3, *Compensation*.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: **3900** Yes No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

If **yes**, you must complete Schedule 4, *Confidential Data*, Table 2, for each donation of \$10,000 or more.

- C11** Did the charity receive any gifts in kind (non-cash gifts) for which it issued tax receipts? **4000** Yes No
If yes, you must complete Schedule 5, *Gifts in kind*.
- C12** Did the charity acquire a non-qualifying security?..... **5800** Yes No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses)..... **5810** Yes No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization?..... **5820** Yes No

Section D: Financial Information

Complete Section D only if you **do not** have to complete Schedule 6, *Detailed Financial Information*.

Complete Schedule 6 if **any** of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Do not complete Section D if you must complete Schedule 6.

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes, use numbers.

305 <input type="checkbox"/> \$1 – \$39,999	310 <input type="checkbox" value="9"/> \$40,000 – \$79,999	315 <input type="checkbox" value="1"/> \$80,000 – \$119,999
320 <input type="checkbox"/> \$120,000 – \$159,999	325 <input type="checkbox"/> \$160,000 – \$199,999	330 <input type="checkbox"/> \$200,000 – \$249,999
335 <input type="checkbox"/> \$250,000 – \$299,999	340 <input type="checkbox"/> \$300,000 – \$349,999	345 <input type="checkbox"/> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$ **1,933,830**

3 Total expenditure on all compensation in the fiscal period. **390** \$ **4,359,590**

1 Tick all types of gifts in kind received for which a tax receipt was issued:

500 <input checked="" type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input checked="" type="checkbox"/> Publicly traded securities/ commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input checked="" type="checkbox"/> Books
510 <input checked="" type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify: _____
520 <input type="checkbox"/> Cultural properties	545 <input checked="" type="checkbox"/> Machinery/equipment/ computers/software	

2 Enter the total amount of tax-receipted gifts in kind **580** \$ **233,311**

Complete Schedule 6 if **any** of the following applies:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Do not complete Section D: *Financial Information*, if you must complete Schedule 6.

Was the financial information reported below prepared on an accrual or cash basis? 4020 Accrual Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments	4100	\$	1,201,618
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	85,158
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	3,011,870
Inventories	4150	\$	1,350
Land and buildings in Canada	4155	\$	19,709,184
Other capital assets in Canada	4160	\$	1,518,339
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	- 5,707,694
Other assets	4170	\$	2,040,353
10 year gifts	4180	\$	246,797
Total assets (add lines 4100 to 4170)	4200	\$	21,860,178

Liabilities:

Accounts payable and accrued liabilities	4300	\$	2,137,064
Deferred revenue	4310	\$	3,892,149
Amounts owing to non-arm's length persons	4320	\$	
Other liabilities	4330	\$	10,455,672
Total liabilities (add lines 4300 to 4330)	4350	\$	16,484,885

Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities

4250	\$	0
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Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity issued tax receipts	4500	\$	307,898
Total eligible amount of tax-receipted tuition fees	5610	\$	
Total amount of 10 year gifts received	4505	\$	
Total amount received from other registered charities	4510	\$	43,439
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	6,174
Total revenue received from federal government	4540	\$	39,627
Total revenue received from provincial/territorial governments	4550	\$	3,921,823
Total revenue received from municipal/regional governments	4560	\$	
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575	\$	
Total interest and investment income received or earned	4580	\$	647,495
Gross proceeds from disposition of assets	4590	\$	1,000
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	\$	(900)
Gross income received from rental of land and/or buildings	4610	\$	2,246,324
Total non tax-receipted revenues received for memberships, dues and association fees	4620	\$	1,575
Total non tax-receipted revenue from fundraising	4630	\$	15,015
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	1,337,966
Other revenue not already included in the amounts above	4650	\$	456,506
Specify type(s) of revenue included in the amount reported at 4650	4655		Deferred & Miscellaneous Income
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	9,022,942

Expenditures:

Advertising and promotion	4800	\$		39,932
Travel and vehicle expenses	4810	\$		75,854
Interest and bank charges	4820	\$		572,071
Licences, memberships, and dues	4830	\$		12,480
Office supplies and expenses	4840	\$		111,615
Occupancy costs	4850	\$		1,140,624
Professional and consulting fees	4860	\$		127,873
Education and training for staff and volunteers	4870	\$		36,802
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$		4,359,590
Fair market value of all donated goods used in charitable activities	4890	\$		21,320
Purchased supplies and assets	4891	\$		1,194,102
Amortization of capitalized assets	4900	\$		521,694
Research grants and scholarships as part of charitable activities	4910	\$		
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$		
Specify type(s) of expenditures included in the amount reported at 4920	4930			
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$		8,213,957

Of the amounts at lines 4950 and 5031 (reported at C5 Political Activities (c)):

(a) Total expenditures on charitable activities	5000	\$		7,406,878
(b) Total expenditures on management and administration	5010	\$		747,876
(c) Total expenditures on fundraising	5020	\$		59,203
(d) Total expenditures on political activities, inside or outside Canada, from question C5 (b)	5030	\$		
(e) Total other expenditures included in line 4950	5040	\$		
Total amount of gifts made to all qualified donees	5050	\$		13,273
Total expenditures (add lines 4950 and 5050)	5100	\$		8,227,230

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	\$		
• Enter the amount disbursed for the fiscal period for the specified purpose	5510	\$		

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750	\$		
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Property not used in charitable activities:

Enter the value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$		4,115,014
• The 24 months before the end of the fiscal period	5910	\$		4,784,729

You must give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a director, trustee or like official and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:

Public Information											
Last name: Cridge		First name: Michael						Initial: E.			
Term ▶ Start date (Y/M/D):		2	0	1	3	0	9	End date (Y/M/D):			
Position: Treasurer		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Dorrington		First name: Claudia						Initial: J.			
Term ▶ Start date (Y/M/D):		2	0	1	0	0	9	End date (Y/M/D):			
Position: Secretary		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Fuller		First name: Valerie						Initial: M.			
Term ▶ Start date (Y/M/D):		2	0	1	0	0	9	End date (Y/M/D):			
Position: President		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: McNabb		First name: Harold						Initial:			
Term ▶ Start date (Y/M/D):		2	0	1	1	0	0	End date (Y/M/D):			
Position: Director		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Moorman		First name: Colin						Initial:			
Term ▶ Start date (Y/M/D):		2	0	0	8	0	9	End date (Y/M/D):			
Position: Vice-President		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Parton		First name: Louise						Initial:			
Term ▶ Start date (Y/M/D):		2	0	1	3	0	9	End date (Y/M/D):			
Position: Director		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Phillips		First name: Delmar						Initial:			
Term ▶ Start date (Y/M/D):		2	0	1	1	1	0	End date (Y/M/D):			
Position: Director		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Politano		First name: Jo						Initial:			
Term ▶ Start date (Y/M/D):		2	0	1	2	1	2	End date (Y/M/D):			
Position: Director		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Last name: Pyor		First name: Hilary						Initial:			
Term ▶ Start date (Y/M/D):		2	0	1	3	0	9	End date (Y/M/D):			
Position: Director		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									

The Cridge Centre for the Family

Last name: Smyth		First name: Rosemary		Initial: A.	
Term ▶ Start date (Y/M/D):	2 0 9	0 9	2 1	End date (Y/M/D):	
Position: Director	At arm's length with other Directors?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Last name: Spray		First name: Mary Jane		Initial:	
Term ▶ Start date (Y/M/D):	2 0 1	2 0 9	1 0	End date (Y/M/D):	
Position: Director	At arm's length with other Directors?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

The Cridge Centre for the Family

Qualified donees worksheet / Amounts provided to other organizations

Registered charities can make gifts to qualified donees. Enter the required information for each gift made to a qualified donee or other organization. See the reverse for information on filling out this form.

Total number of qualified donees/other organizations:

Name of organization: Bridges for Women Society		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BN/Registration number: 136019148 RR 0001	City and Prov/Terr: Victoria BC		
Amount of gifts in kind \$	Total amount of gifts		\$ 100.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$			
Name of organization: The Caia Connection		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BN/Registration number: 818683146 RR 0001	City and Prov/Terr: Victoria BC		
Amount of gifts in kind \$	Total amount of gifts		\$ 3,000.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$			
Name of organization: Canadian Diabetes Association		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BN/Registration number: 118830744 RR 0001	City and Prov/Terr: Toronto ON		
Amount of gifts in kind \$	Total amount of gifts		\$ 50.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$			
Name of organization: Child Haven International		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BN/Registration number: 118851922 RR 0001	City and Prov/Terr: Maxville, ON		
Amount of gifts in kind \$	Total amount of gifts		\$ 3,000.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$			
Name of organization: First Unitarian Church of Victoria		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BN/Registration number: 130375652 RR 0001	City and Prov/Terr: Victoria, BC		
Amount of gifts in kind \$	Total amount of gifts		\$ 1,500.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$			
Name of organization: Greater Victoria Coalition to End Homelessness		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BN/Registration number: 842615221 RR 0001	City and Prov/Terr: Victoria BC		
Amount of gifts in kind \$	Total amount of gifts		\$ 25.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$			

Name of organization: Leading Influence Society		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BN/Registration number: 856565767 RR 0001	City and Prov/Terr: Victoria, BC	
Amount of gifts in kind \$	Total amount of gifts	\$ 500.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$		
Name of organization: Pacific Centre Family Services Association		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BN/Registration number: 119075372 RR 0001	City and Prov/Terr: Victoria, BC	
Amount of gifts in kind \$	Total amount of gifts	\$ 5,000.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$		
Name of organization: Royal Lepage Shelter Foundation		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BN/Registration number: 882531304 RR 0001	City and Prov/Terr: Toronto, ON	
Amount of gifts in kind \$	Total amount of gifts	\$ 98.00
Was any part of the gift intended for political activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter amount \$		



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You must return this sheet with your information return as it is an integral part of your return. When you sign your *Registered Charity Information Return*, you are also confirming the information on this sheet.

- This basic information sheet contains information that we have on file for the charity.
- For your convenience, you may make changes to the information on this form where a box is provided.
- To make changes to any other information, you must send us a written request with appropriate documentation.

Designation:
Charitable Organization

Fiscal period end:
03-31

Registration date:
1967-01-01

BN/registration number:
108079419 RR 0001

Telephone number:
(250) 384-8058

Fax number:
(250) 384-5267

Email address:
LZWICK@CRIDGE.ORG

Web site address:
WWW.CRIDGE.ORG

Public contact name or position:
SHELLEY MORRIS

Names the charity is known by other than its registered name:

Telephone number:

Fax number:

Email address:

Web site address:

Public contact name or position:

Names the charity is known by other than its registered name:

Program areas:

The three primary areas in which the charity is now carrying on programs to achieve its charitable purposes are listed below. The program areas are ranked according to the percentage of time and resources devoted to each program area. (See the guide for a description of programs and field codes.)

Rank	Description	Field code	% of emphasis
1	Housing for seniors, low-income, & those with disabilities	A1	45
2	Day care/after-school care	H9	15
3	Emergency shelter	A10	10

Program areas:

If the charity's primary areas of activity for the fiscal period ending 2014-03-31 were different from those for the previous fiscal period, correct the information in the box below. (See the guide for a description of programs and field codes.)

Rank	Description	Field code	% of emphasis
1			
2			
3			