



Conference: \_\_\_\_\_

Particular Council: \_\_\_\_\_

Charitable Number: \_\_\_\_\_

**ANNUAL STATEMENT OF RECEIPTS AND DISBURSEMENTS**

For the fiscal year ended: \_\_\_\_\_

(Please show figures to the nearest dollar. Do not show cents.)

(To be submitted to your Particular Council Treasurer by February 10 2017)

**Lines in Section D of Charity Information Return**

4020 Accrual \_\_\_\_\_ or Cash  \_\_\_\_\_

**REVENUE :**

Donations (tax receipted).....	(A) _____	.00
Gifts in Kind (tax receipted).....	(AA) _____	.00
Bequests (tax receipted).....	(B) _____	.00
<b>4500</b> Total Tax-receipted donations (A+AA+B).....		_____ .00
Particular Council contribution (unreceipted).....	(C) _____	
Other registered charities (unreceipted).....	(D) _____	
<b>4510</b> Total from other registered charities (C+D)		_____ .00
Poor box collection (unreceipted).....	(E) _____	.00
Secret collection (unreceipted).....	(F) _____	.00
<b>4530</b> Total others gifts (E + F).....		_____ .00
<b>4570</b> Grants from all levels of government.....		_____ .00
<b>4630</b> Revenue from fund-raising activities, not reported as donations (A) above		_____ .00
<b>4640</b> Sale of goods and services (except to government).....		_____ .00
<b>4650</b> Other revenue (please specify).....		_____ .00
Bank interest ..... Included in line 4650	_____	.00
<b>4700 TOTAL REVENUE FOR THE PERIOD (add lines 4500 to 4650).....</b>		_____ .00

**EXPENDITURES :**

<b>4860</b> Professional and Consulting Fees.....		_____ .00
Travel expenditures.....	_____	.00
Vehicle expenditures.....	_____	.00
<b>4810</b> Travel and Vehicle Expenditures		_____ .00
Advertising and fund raising expenditures .....	_____	.00
Bank charges.....	_____	.00
Office supplies and administration.....	_____	.00
*** Expenses for education and training of members volunteers	_____	.00
*** Amount recorded in tax receipted Gifts In Kind (income - AA)	_____	.00
*** Vouchers paid to Particular Council	_____	.00
*** Supplies and assets expensed (charitable works).....	_____	.00
Other.....	_____	.00
<b>4920</b> Other expenditures .....		_____ .00
<b>4950 Total expenditures before gifts to qualified donees ( add lines 4860,4810 and 4920) ...</b>		_____ .00
**** See Notes		
Particular Council. (Non Voucher payments).....	(G) _____	.00
Twinning (National Council).....	(H) _____	.00
<b>5050</b> Contributions to qualified donees (G+H).....		_____ .00
<b>5100 TOTAL EXPENDITURES (add lines 4950 and 5050).....</b>		_____ .00
<b>SURPLUS (DEFICIT) FROM OPERATIONS (line 4700 minus line 5100)..... (Q)</b>		_____ .00



Conference: \_\_\_\_\_

Particular Council: \_\_\_\_\_

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT:** \_\_\_\_\_

(Please show figures to the nearest dollar. Do not show cents.)

**ASSETS**

Cash on hand .....	_____	.00
Cash in bank accounts .....	_____	.00
Total Cash on hand and in bank accounts .....	_____	.00
Amounts receivable (do not use if reporting on Cash Basis)	_____	.00
Inventories..... (do not use if reporting on Cash Basis)	_____	.00
Capital Assets..... (do not use if reporting on Cash Basis)	_____	.00
Other assets (please specify).....	_____	.00

**4200 TOTAL ASSETS (add lines 4100 to 4170)..... \_\_\_\_\_ .00**

**LIABILITIES AND SURPLUS**

**LIABILITIES :**

Accounts payable and accrued liabilities..... (do not use if reporting on Cash Basis)	_____	.00
Others liabilities (please specify)..... (do not use if reporting on Cash Basis)	_____	.00

**4350 TOTAL LIABILITIES (add lines 4300 and 4330)..... \_\_\_\_\_ .00**

**SURPLUS :**

Opening balance at beginning of the fiscal year to agree to line (R) of last year return	(P) _____	.00
Surplus (Deficit) during the year.....	(Q) _____	.00
Closing balance at the fiscal year end (add lines P + Q).....	(R) _____	.00

**TOTAL LIABILITIES AND SURPLUS (add line 4350 + line R)..... \_\_\_\_\_ .00**

(To be submitted to your Particular Council Treasurer by February 10 2017)

**APPROVED ON BEHALF OF THE MEMBERS (Requires two signatures) :**

**Signature :** \_\_\_\_\_

**Name (please print) :** \_\_\_\_\_

**Title :** \_\_\_\_\_

**Date signed :** \_\_\_\_\_



FORM

(To be submitted to your Particular Council Treasurer by February 10 2017)

## **NOTES ON THE CONFERENCE/COUNCIL TREASURER'S REPORTS**

The line numbers listed on the Treasurer's Reports are referenced to the numbers used by Canada Revenue Agency in Form T3010E(13) "Registered Charity Information Return"- Schedule D.

### **Registered charity information return reporting requirements :**

If your conference's annual revenue is less than \$100,000 and the amount of all assets not used in charitable programs is less than \$25,000(Line 4250) ***you will be required*** to report the financial activity in Section D of the return instead of Schedule 6 of the registered charity information return. If your conference does not qualify to use form D, you will be required to complete the long form on Schedule 6

Based on the financial information reported in 2013 all of the conferences in Toronto Central Council should use Section D

### **Gifts in Kind**

If you have issued tax receipts for gifts in kind, the total amount of the receipts should be reported on line AA in the revenue section  
The same amount should be recorded as an expenditure as part of line 4920 - other expenditures

## **Additional reporting lines in Section D of the return**

### **Line 5000 How much did the charity spend on Charitable Programs?**

Total the expenditure lines marked with \*\*\* plus any travel costs directly related to home visits and enter that amount into the line 5000 in section D

### **Line 5010 How much did the charity spend on management and Adminsitration?**

Line 4950 less the amount recorded in line 5000

**Should you require more information : Please contact:  
Joseph McCalmont (416)-364-5577 ext. 228, during office hours.**