



FORM

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 Central Council by end of February)

(Was the financial information reported below prepared on an accrual or cash basis?)

4020 Accrual _____ or Cash _____

REVENUE :

Table with columns for description, lettered sub-items (A-F), and dollar amounts. Includes rows for Donations, Bequests, Total Tax-receipted donations, Particular Council contribution, Other registered charities, Total specified gifts, Poor box collection, Secret collection, Total others gifts, Grants from all levels of government, Bank interest, Revenue from fund-raising activities, Sale of goods and services, Other revenue, and TOTAL REVENUE FOR THE PERIOD.

EXPENDITURES :

Table with columns for description, lettered sub-items (G-H), and dollar amounts. Includes rows for Advertising, promotion and fund raising expenditures, Bank charges, Office supplies and administration, Supplies and assets expensed, Other expenditures, Total expenditures before gifts to qualified donees, Total charitable programs expend., Total management admin. expend., Total fundraising expend., Total other activity expend., Particular Council, Twinning (National Council), Contributions to qualified donees, and TOTAL EXPENDITURES.

SURPLUS (DEFICIT) FROM OPERATIONS (line 4700 minus line 5100)..... (Q) .00



Conference: _____

Particular Council: _____

STATEMENT OF ASSETS AND LIABILITIES

AS AT: _____

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

ASSETS

4100	Cash on hand and in bank accounts.....	_____	.00
4120	Amounts receivable	_____	.00
4150	Inventories.....	_____	.00
4160	Capital Assets.....	_____	.00
4170	Other assets (please specify).....	_____	.00
4200	TOTAL ASSETS (add lines 4100 to 4170).....	_____	.00

NOTE:

4250 Amt. included in lines 4150, 4160 and 4170 not used in charitable programs..... _____ .00

LIABILITIES AND SURPLUS

LIABILITIES :

4300	Accounts payable and accrued liabilities.....	_____	.00
4330	Others liabilities (please specify).....	_____	.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 r (P)	_____	.00
	Surplus (Deficit) during the year..... (Q)	_____ 0	.00
	Closing balance at the fiscal year end (add lines P + Q)..... (R)	_____	.00

TOTAL LIABILITIES AND SURPLUS (add line 4350 + line R)..... _____ .00

APPROVED ON BEHALF OF THE MEMBERS :

Signature : _____

Name (please print) : _____

Title : _____

Date signed : _____



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 T3010A "Registered Charity Information Return".

Registered charity information return reporting requirements effective 2009

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

We have provided a schedule that presents the relevant lines on section D and show how the summarized numbers are arrived at from the lines reported on the Annual Statement. For example, Bank interest reported on line 4580 will be combined with other revenue (line 4650) to be reported on line 4650 in section D.

Line 5000 - Total Charitable Programs Expenditures included in line 4950:

- Insert on this line, the amount on line 4890

Line 5010 - Total Management and Administration Expenditures included in line 4950:

- Insert on this line, the amount on line 4820 and line 4840

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