

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 8 2013)

Lines in Section D of Charity Information Return

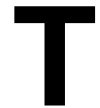
4020 Accrual _____ or Cash _____

REVENUE :

Table with columns for description, code (A, AA, B, C, D, E, F), and amount. Includes rows for Donations, Gifts in Kind, Bequests, Total Tax-receipted donations, Particular Council contribution, Other registered charities, Total from other registered charities, Poor box collection, Secret collection, Total others gifts, Grants from all levels of government, Revenue from fund-raising activities, Sale of goods and services, Other revenue, Bank interest, and TOTAL REVENUE FOR THE PERIOD.

EXPENDITURES :

Table with columns for description, code (G, H), and amount. Includes rows for Professional and Consulting Fees, Travel expenditures, Vehicle expenditures, Travel and Vehicle Expenditures, Advertising and fund raising expenditures, Bank charges, Office supplies and administration, Expenses for education and training, Amount recorded in tax receipted Gifts In Kind, Vouchers paid to Particular Council, Supplies and assets expensed, Other, Other expenditures, Total expenditures before gifts to qualified donees, Particular Council, Twinning (National Council), Contributions to qualified donees, TOTAL EXPENDITURES, and SURPLUS (DEFICIT) FROM OPERATIONS.



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 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

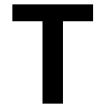
SURPLUS :

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 8 2013)

<i>APPROVED ON BEHALF OF THE MEMBERS (Requires two signatures) :</i>	
Signature :	_____
Name (please print) :	_____
Title :	_____
Date signed :	_____



FORM

This form is to be submitted to your Particular Council Treasurer by February 8 2013

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 T3010-1E "Registered Charity Information Return"- Schedule D.

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

Based on the financial information reported in 2011 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

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 Administration?

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.**