The Anglican Church of Canada

Diocese of Kootenay

The Most Reverend John Privett
Archbishop

Synod Organized May 1900

Area: 215,000 sq. kilometers

Members: 4990 (2008)

Congregations: 49

Parishes: 35

Regions: 5 (as of Jan 1/10)

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PREAMBLE

TO THE CHURCH TREASURER: **File #1.1**

The Church Treasurer is appointed by the Wardens and shall be a member of the Church Committee. The position carries definite responsibilities and it is helpful to have knowledge of the Canons of the Diocese and the Planning/Organization Workbook (POW book).

This handbook is based on the Constitution and Canons of the Diocese of Kootenay and the purpose is for general information and as a guide for the accounting practices of the congregation.

The handbook may appear rather comprehensive for some parishes as the intent is to provide information in many areas; however, it is reasonable to expect only portions of this information will be actually used by some parishes. Sections of the handbook will be revised annually or as necessary and forwarded to the parish treasurers.

THE DIOCESE AND THE SYNOD: **File #1.2**

The Diocese of Kootenay is comprised of the area of the Southeast corner of British Columbia. It has an area of approximately 120,000 square kilometres and there are 33 Parishes and 53 Congregations in 6 Regions. Please refer to the enclosed map.

The basic structural unit of the Anglican Church is the Diocese. The Diocese is apportioned into Parishes. A Parish may consist of one or more congregations.

Parishes are grouped together as a Region, under the leadership of a Regional Dean, both for facility in administration and in order that they may work together in solving problems of mutual interest.

The Diocesan Synod was formed by an act of the Legislative Assembly of British Columbia in May 1900 and incorporated June 4th, 1903 as "The Synod of the Diocese of Kootenay". Under the Chairmanship of the Bishop, it is the governing body of the diocese. The Synod consists of the Bishop and Clergy of the diocese, lay members elected by the parishes at their annual vestry meetings and ex-officio members.

Synod meets every second year for the purpose of considering the reports of committees charged with particular responsibilities, electing new committees, enacting or amending legislation, and taking what steps may be deemed advisable for strengthening the work of the Church in the diocese.

In addition to the Diocesan Synod there are the Provincial and General Synods.

PROVINCIAL AND GENERAL SYNODS: **File #1.3**

The Provincial Synod of the Ecclesiastical Province of British Columbia and the Yukon consists of all the dioceses in this Province. The Chairperson is the Archbishop who is known as the Metropolitan. The membership consists of representatives from each diocese in the ecclesiastical province elected by the various Synods, together with the respective Bishops and Chancellors. This Synod meets every three years at the call of the Metropolitan and considers matters of interest in the provincial sphere.

The General Synod is the governing body of the Canadian Church. It consists of all the Bishops together with clergy and laity elected by each diocese. The Chairperson is the Primate and meetings are held every three years. In the years that General Synod does not meet, meetings are held of a smaller body elected by General Synod known as the National Executive Council.

DIOCESAN SYNOD OFFICE STAFF & OFFICE HOURS **File #1.4**

STAFF

Bishop	The Most Rev. John Privett
Executive Officer	Canon Dr. Randall Fairey
Office Administrator	Kathryn Lockhart
Finance Manager	Bonnie Bailey
Archivist	Kathryn Lockhart

OFFICE HOURS

8:30 a.m. to 4:30 p.m. Monday through Friday

ADDRESS

The Diocese of Kootenay
1876 Richter Street,
Kelowna, BC V1Y 2M9

TELEPHONE: (250) 762-3306

FAX: (250) 762-4150

E-Mail: Main: diocese_of_kootenay@telus.net
Finance: bbailey@telus.net

Website: www.kootenayanglican.ca

DUTIES OF THE TREASURER

DUTIES OF THE TREASURER - GENERAL File #2.1

As previously mentioned, the Treasurer is appointed by the Churchwardens who, by Canon 16 Para 12(e), are responsible to account for the congregation's funds to the Church Committee and in consultation with the Treasurer, to produce for the Annual General Meeting financial statements for the previous fiscal year (including a Statement of Receipts and Expenditures and a Balance Sheet) and an operating budget for the current year. Other duties may include the completion and return of the annual year-end financial returns required by the Diocesan Synod Office prior to the end of February each year.

In many parishes the Churchwardens delegate their bookkeeping and accounting responsibilities to the Treasurer. The Treasurer, by Canon 16, is a member of the Church Executive Committee and shall be one of the Signing Officers of the congregation. As such, the Treasurer is perceived to be involved in all financial matters and, even though some matters are clearly the responsibility of others, it is recommended that the Treasurer be at least acquainted with all financial activities in order to ensure that nothing is overlooked. For general information purposes, this handbook is designed for the person responsible for the bookkeeping and accounting responsibilities and the title of "Treasurer" will be used throughout to designate that person.

The Treasurer should not hesitate to seek help in situations where the proper course of action is in doubt. Many persons both within and outside the congregation are qualified and willing to give advice and assistance and the synod office is always accessible.

DUTIES OF THE TREASURER - REVENUES File #2.2

The Treasurer must keep a record of all moneys received for the support of the local church. Since the Treasurer is accountable for these receipts s/he is responsible to set up and keep proper bookkeeping records.

Contributions to any Pass Thru Funds (PWRDF, KFF, etc.), or to any special purpose fund authorized by the Church Committee, are amounts received in trust. Unreasonable delay in 1) forwarding applicable funds to the synod office; 2) using the gifts for their intended purpose; or 3) using them for some other purpose, is a breach of trust. An action of this kind is not only morally wrong, but may be a criminal offence.

It is important that contributors are provided with official receipts for Income Tax purposes at the end of each year specifying the amount of their contribution for local purposes, to any Pass Thru Funds and to any special funds. Preferably this should be done by someone other that the Treasurer i.e. an Envelope Secretary. The Treasurer, with the Envelope Secretary should be certain that the proper government forms are completed annually (section ##) so the churches charitable society status is not jeopardized and tax receipts invalidated.

DUTIES OF THE TREASURER - EXPENDITURES

GENERAL File #2.3

The Treasurer shall disburse moneys received for local church purposes under the direction of the Church Committee and keep detailed records of all transactions. It is reasonable to authorize the Treasurer to make payment for regular disbursements such as monthly remittances to the synod office (Stipends, D.F.B. and Clergy Moving), local taxes as applicable, light, water, fuel, telephone and similar items. No unusual payments should be made by the Treasurer without approval in advance by the Church Committee. The Treasurer should report to the Church Committee all disbursements made in the period prior to the meeting as well as any accounts to be approved for payment.

The Treasurer is expected to ensure that all receipts and disbursements are recorded on a timely basis and shall present to the Church Committee, monthly (or quarterly) Statements of Account showing the current financial position of the church for the period.

AUTHORIZATION OF EXPENDITURE File #2.4

As in any organization, a lack of control over authorization of expenditures creates problems.

Suppose, for example, an interested member of one group or another, becomes aware of a condition requiring attention and, without prior consultation with the chairperson or other officers, proceeds to have work done or purchases made on her/his own initiative. Too often the other officers and the group itself condones this because the member who commits the group is recognized as an ardent and interested person. A member can get into a habit of committing the group first and seeking their approval afterwards when it is too late for the group or its elected representative to easily dissent. This procedure may result in unnecessary costs, use funds that might have been better used for more urgent needs and lead to hurt feelings within the group.

No one person should have the authority to incur expense for the church itself or any organization of the church other than for day-to-day fixed expenses previously approved by the group or committee. A situation is never so urgent that immediate action need be taken without prior consideration by other responsible elected representatives. Consult before you commit.

METHOD OF PAYMENT File #2.5

There is only one desirable method of paying accounts and that is by cheque bearing the signature of two signing officers who have examined a properly detailed invoice, statement or other supporting voucher. The basis of the disbursements system is a manual cheque with stub that can be obtained from the bank (See Example) or computer form cheque with stub that can be ordered from most printers (See Example).

The signing officers should not, at any time, sign a cheque until they are fully aware of the transaction involved and understand completely its terms and then only after the account has been presented to, and approved by, the group or committee to which the account applies. A Treasurer or other officer should never complete a cheque or cheques and seek out a second signing officer who goes through the formality of signing without any or perhaps only a cursory examination of the detail relative to the expenditure.

It is realized that many arguments and objections could be raised against strict adherence to the forgoing recommendations but the signature is a safeguard against careless methods. It may seem convenient to pay accounts by cash but the practice should be avoided for all but minor transactions in the interest of orderly and controlled procedures and the maintenance of substantive records.

RECORD RETENTION **File #2.6**

As a general rule, books, records and related vouchers should be retained for a period of six calendar years after the year in which the record was originated. This is a requirement of the Income Tax Act applicable to charitable organizations. However, Regulation 5800 makes an important exception to this rule. Duplicate donation receipts issued by a registered charity need be kept for only two years from the end of the calendar year in which the receipts are issued; however, receipts for donations of property to be held for a period of not less than ten years, are to be retained.

No books or records should be destroyed prior to the expiration of the retention period without written permission of the Minister of National Revenue which is obtained from your local District Taxation Office. The same clearance should be obtained from the provincial taxation authority. The following information will be required:

- A clear identification of books, records or other documents to be destroyed.
- The taxation years for which the request applies.
- Details of any special circumstances which would justify destruction of the books and records at an earlier time than that normally permitted.
- Any other pertinent information.

Permission will not likely be granted to destroy "permanent records" such as minutes, by-laws and general ledgers.

We recommend that after the six year retention period, the permanent business records be forwarded to the Diocesan Archivist for storage; Church registers of births, confirmations, marriages and deaths should be forwarded upon completion of the register so that they can be recorded in the Diocesan Archive files.

As part of your year-end activities, you may want to archive your important paperwork. Clearly label all boxes and files and store them in a secure location.

A well-thought-out and executed filing system means that your important paper documents are readily available to support your tax return, provide information for a bank loan, or return a faulty product with the original receipt and warranty information.

Form	**Keep for at least……**	**Examples**
Legal documents	permanently	• Incorporation papers • Partnership agreement • Church committee meeting minutes • Leasing agreements
Insurance records	permanently	• Policy contracts • Amendments letters • Claim information • Riders Correspondence
Banking records	10 years	• Cancelled cheques • Bank Statements • Loan agreements and payment receipts
Filed tax returns	permanently	• Income tax (Charity) returns • Forms and correspondence sent to Canada Customs and Revenue (formerly Revenue Canada)

Employment records	permanently	• ROE • T4 • PD7A • Any related correspondence
Annual financial statements	permanently	• Year-end balance sheet • Year-end profit & loss statement
Vendor bills for supplies and services	7 years	• Receipts from the vendor • Credit or collection correspondence
Vendor bill for fixed assets	7 years after you sell or dispose of the asset	• Receipts from the vendor • Credit or collection correspondence
Customer Invoices	7 years	• Customer invoices, statements, and credit memos • Credit or collection correspondence

AUDITOR'S DUTIES **File #2.7**

Prerequisites and duties regarding auditing of church records are presently being reviewed and will be forwarded upon completion.

GUIDELINES FOR AN ACCOUNTING SYSTEM

GENERAL

In setting the guidelines for accounting, it is recognized that some parishes/churches in the Diocese already have well-established systems that are providing their members with clear and precise information. It is also recognized that there is the possibility that the systems now being used in some churches may tend to present information that is confusing and even perhaps inaccurate.

The system used must provide up to date information for the preparation of the financial statements, as well as the cumulative information. Not having this information readily available and clearly separated can lead to unwarranted concern, frustration and even despair.

The purpose of the guideline is to:

- Develop a common terminology across the Diocese.
- Obtain a uniformity in financial reporting.
- Make it easier for parishes to prepare reports to the Diocese - and to make the reporting more accurate.

The proposed financial statement formats set out both income and expenditures under sub-headings and separate these as "Operating" and "Non-Operating".

The income and expense account headings should be the same for every parish as they are also used on the "Statement of Income and Expenditures" that is forwarded annually to the Diocesan Synod Office to determine the D.F.B. calculation. The sub-accounts may vary, however, in each parish situation.

The items under "Expenditures" set out the various missions in which a parish is involved. Using this format in budget priority setting and long range planning is a viable tool to assist the parish family in identifying each of their missions, seeing how they tie together, and how they must be increased or decreased to fulfil their visions.

The "Cash Statement" (Balance Sheet) is used through the year to control cash flow and at the end of the year to present a total financial picture.

In order to have this information constantly updated, and available simply and clearly, an accounting system should include Cash Receipt, Cash Disbursement and General Journals and a General Ledger.

The Journals, when totalled at month end and transferred to the General Ledger, provide the figures to be used on the Statement of Income and Expenditures. Although this requires an additional posting at each month end in a manual accounting system, it is the easiest method of providing current data, and to preserve data for the future. In a computer accounting system, these transfers are automatic upon data entry.

At Year End, the income and expenditure accounts should be closed through a balancing account called "Parish Family Equity" or some such similar name.

It is not an easy task to set out a format for a set of Journals and a General Ledger that would meet the need of every parish, and we realize that some parishes already have this type of system in place whether it be manual or computer.

For those parishes that are not presently on this Journal-Ledger system, it is suggested the parish and Diocesan Synod office work on an individual need basis to set up a suitable system. This can be done through mail correspondence or perhaps through regional seminars.

The Diocesan Report Form (See File #3.2) has been revised to conform to the Income and Expenditure breakdown as outlined in the statements examples that follow the "Explanation of Terms". It is from the information provided on this form that each parish Diocesan Family Budget assessment is determined for the following year. If parishes are assessed by the "Region", e.g. Kokanee Region, the Region would assess each individual parish a percentage of the Region total.

It is our desire that by the use of a consistent method of accounting throughout our Diocese, our Treasurers will find it easier to present the necessary financial information to both their parishes/congregations and the Diocesan Synod Office.

STATEMENT OF INCOME AND EXPENDITURES

DIOCESAN REPORT FORM (Year-End Statement) File #3.2

STATEMENT OF INCOME & EXPENSES for the Year Ending December 31, 2008

C

for the Church/Parish of ______________________, ______________________
Name Location

1. Multi-point Parishes:
   - Complete a Statement of Income & Expenditures report for each church that keeps its own books and accounts.
   - Central Treasurer to complete a Statement of Income & Expenditures report for funds which cover common costs.
2. Shared Ministry Parishes:
   - Pro-rate and record income and expenses as per the Anglican % of membership if there are not separate accounts.
3. **Attach a copy of the Financial Statements for each location.**

INCOME - Operating:			EXPENSES - Operating:		
Open Offerings		________	D.F.B. Apportionment Paid		________
Identifiable Giving (tax receipts issued)		________	D.F.B. Apportionment Owing		________
Interest (see Note 1)		________	Other Beyond the Parish Expenses		________
Kootenay Forward Fund Grant		________	Total Clergy Cost		________
Rental Income		________	Parish Staff (Secretary, Organist, etc.)		________
Other Income (see Note 2)		________	In Parish Programs (Church School, etc.)		________
Total Operating Income - TOI (see Note 3)	A	$ ==============	Administration & all other costs		________
			Total Operating Expenditures	C	$ ==============
INCOME - Non-Operating:			EXPENSES - Non-Operating:		
Pass Thru Funds (PWRDF, etc.)		________	Pass Thru Funds		________
Capital Funds		________	Capital & other non-operating expenses		________
Special Bequests		________			
Total Non-Operating Income	B	$ ==============	Total Non-Operating Exp.	D	$ ==============
Total Parish Income - TPI	A + B	$ ==============	Total Expenses	C + D	$ ==============

Notes:

1. Include operating funds received from investments held by Diocese or parish.
2. Include funds received from other congregations and Parish Organizations (e.g. A.C.W.) and fees from weddings, funerals, etc. and gross fund-raising income.
3. This amount is used to calculate the D.F.B. apportionment and 'Worksheet for Grading Parochial Positions'.
4. Total Operating and Non-Operating Income/Expenditures totals should be the same as the amounts on your Financial Statements.

Diocese of Kootenay

Word\Reports\INC&EXP.DOC
1/16/2009

Previous Year

DPI $________

D.F.B. Calculation:

Total Operating Income - TOI "A"		________
Less: 1. KFF Grant	________	
2. Rental Expenses	________	
3. Fund-Raising Expenses	________	
4. Other ________	________	(________)
Defined Parish Income - DPI		================

STATEMENT OF INCOME AND EXPENDITURES

EXPLANATION OF TERMS

INCOME - OPERATING: *Part "A"*

Open Offerings - Money gifts received which are not identifiable, the giver is unknown.

Identifiable Offerings - Those moneys received through envelope giving, cheques, bank withdrawal, etc. which have a name & address attached so tax receipts can be issued.

Interest - Interest moneys earned and received from Bank Accounts, G.I.C.'s, Term Deposits, etc.

Kootenay Forward Fund Grant - Moneys received from the Kootenay Forward Fund.

Rental Income - Income received from renting Halls, Property, Equipment, etc.

Other Income - Income received from other congregations, Parish groups, weddings, funerals, etc., and net fund raisers.

TOTAL OPERATING INCOME "A" - This figure is used to determine the *Distributed Units* on the *Worksheet for Grading Parochial Positions* (Stipend Worksheet) and is a starting figure in the *D.F.B. Calculation.*

INCOME - NON-OPERATING: *Part "C"*

Pass-Thru Funds - Monies that are received and tax receipted by your church/parish but NOT for your use and are passed on either directly or via the Synod Office to another charitable organization for which they were designated. Note: This explanation has been accepted by our auditor.

- INCLUDE: Monies received for Primates World Relief Development Fund, Kootenay Forward Fund, Anglican Appeal, Canadian Bible Society, or any other organization that has a Charitable Tax Number.
- EXCLUDE: Monies received for your parish programs (eg soup kitchen, refugee family).
- This amount at year end should be the same as the 'Pass Thru Funds' on the Expense side of the statement.

One Time Donations & Special Bequests - Large amounts of money not being used immediately but held for special purpose or designation. If any of these funds are used for operating purposes in the future, they must then be transferred to Operating Income.

EXPLANATION OF TERMS - Continued: **File #3.3**

EXPENDITURES - OPERATING: *Part "B"*

D.F.B. Apportionment Accepted - The annual D.F.B. amount your parish accepted.

D.F.B. (Shortfall)/Overage - The amount of D.F.B. that was either underpaid or overpaid from the accepted amount (the above figure).

Other expenditures Beyond the Parish (Mission) - Moneys paid out of the Parish Budget to support the work of the church and church workers Beyond the Parish (e.g. Kootenay Forward Fund, soup kitchen, newsletter, Volunteers in Mission, etc.).

Clergy Cost - The total money paid for Clergy stipend, housing, travel, benefits, rectory taxes & utilities, clergy moving fund, etc.

Parish Staff - All other salaries and/or honorariums and benefits paid to organist, secretaries, janitors, administrators, etc.

Parish Programme - Moneys spent for choir, church school, servers, altar guilds, hospitality, etc. (e.g. altar supplies, music, etc.).

Administration (General Operation) - Moneys spent for utilities, hall taxes, stationery supplies, postage, general repairs, lease and maintenance of equipment. Fund raiser expenses should be netted in Other Income.

EXPENDITURES - NON-OPERATING: *Part "D"*

Pass Thru Funds - moneys given & passed through the congregation (not part of the parish budget) e.g. Primates World Relief Development Fund, Kootenay Forward Fund, etc. This amount at year end should be the same as the 'Pass Thru Funds' on the Income side of the statement. (See Income – Non Operating: Part “C”)

Capital and Other Non-Operating Expenses - Moneys spent to purchase new buildings or new equipment (e.g. organ). Also for large major repairs, roof replacement, furnace replacement, etc. In general, any expenses that are not every day operating expenses.

D.F.B. CALCULATION

In accordance with Diocesan policy, the percentage of the total D.F.B. budget each parish is assessed is based on the total Diocesan "Net Parish Base". To determine the Net Parish Base we start with the Total Operating Income. From this amount, we deduct:

- expenses incurred for income generation and fund raising. E.g. If you were renting a hall or the rectory, the deductions would be for the taxes, utilities and minor repairs paid by the parish in order to make the place rentable. Another example is calendar sales or other fund-raisers, the original purchase price of the sale items may be deducted.
- Moving expenses incurred for new clergy, according to diocesan policy.
- mid-point stipend for the Incumbent.

For complete detail, please refer to the POW book File 5.2.1

PARISH NAME

STATEMENT OF INCOME AND EXPENDITURES

OPERATING ACCOUNTS

INCOME - (Part 'A')		
Open Offerings		________
Identifiable Giving		
- Envelope Holders	________	
- Non-envelope Holders	________	
- Bank Deductions	________	
		________
Interest Earned		
- From Operating Income	________	
- From Capital Funds (if used for	________	
operating expenditures.		________
Kootenay Forward Fund Grant		________
Rental Income (Gross)		________
Other Income		
- Fund Raisers	________	
- Other Congregations	________	
- Weddings and Funerals	________	
		________
TOTAL OPERATING INCOME		________
		==========

STATEMENT - OPERATING ACCOUNT - Continued: **File #3.4**

EXPENDITURES - (Part 'B')

Beyond the Parish
- D.F.B. Apportionment Paid _______
- D.F.B. Shortfall (Current Year)
  Outstanding to Diocese at Year End _______
- D.F.B. Overage (Current Year)
  Paid in addition to the accepted amount_______
  .

TOTAL BEYOND THE PARISH __________

Other Expenditures Beyond the Parish (Mission) __________

Clergy Cost
- Stipend _______
- Benefits _______
- Travel _______
- Moving Fund _______
- Rectory or Other Housing _______

TOTAL CLERGY COST __________

Parish Support Staff
- Office _______
- Organist _______
- Janitorial _______
- Benefits for the above _______

TOTAL PARISH SUPPORT STAFF __________

In Parish Programs
- Choir _______
- Church School _______
- Outreach _______
- Worship (Altar Supp) _______
- Training _______
- Travel _______

To be set up according to each Parish's need.

TOTAL IN PARISH PROGRAMS __________

STATEMENT - OPERATING ACCOUNT - Continued: **File #3.4**

General Operation

- Advertising ________
- Building Maintenance:
  - Hall ________
  - Church ________
  - Other ________

  ____
- Bank Charges ________
- Parish Publications ________
- Fund Raiser Expenses ________
- Supplies:
  - Church ________
  - Office ________

  ____
- Telephone ________
- Utilities:
  - Hall ________
  - Church ________
  - Other ________

  ____
- Insurance ________
- Miscellaneous ________

TOTAL ADMINISTRATION COSTS ________

TOTAL EXPENDITURES ________
==========

****

Total Income from Part 'A' ________

Total Expenditures from Part 'B' (________)

NET OPERATING SURPLUS/(DEFICIT) - Current Year ________
Transfer to Cash Statement ==========

PARISH NAME **File #3.5**

STATEMENT OF INCOME AND EXPENDITURES

NON-OPERATING ACCOUNTS

INCOME - (Part 'C')

Pass Thru Funds
- PWRDF ______
- Kootenay Forward Fund ______
- Canada Bible ______
- Diocesan DFB Donations ______
- Others ______

TOTAL PASS THRU FUNDS ________

Capital Funds ________

Special Bequests - Items not used for operating expenditures. ________

TOTAL NON-OPERATING INCOME ________
==========

EXPENDITURES - (Part 'D')

Pass Thru Funds ________

Capital and other non-operating expenses ________

TOTAL NON-OPERATING EXPENDITURES ________
==========

****

Total Income - Part 'C' ________

Total Expenditures - Part 'D' (________)

NET NON-OPERATING SURPLUS/(DEFICIT) - Current Year ________
Transfer to Cash Statement ==========

PARISH NAME **File #3.6**

CASH STATEMENT AS AT ______________
(Date)

ASSETS

Bank Balance -	Operating Account	________	
	Non-Operating Account	________	
	Other Accounts	________	
Accounts Receivable (e.g. GST rebate not yet received)		________	
Prepayments (e.g. payments for items not yet received)		________	
TOTAL ASSETS			________ ==========

LIABILITIES & RETAINED EARNINGS

DFB Outstanding to Diocese as of the above date	________	
Loans Outstanding	________	
Previous Year End:		
- Operating Account Net Surplus/(Deficit)	________	
- Non-Operating Account Net Surplus/(Deficit)	________	
Current Year:		
- Operating Account Net Surplus/(Deficit)	________	
- Non-Operating Account Net Surplus/(Deficit)	________	
TOTAL LIABILITIES & RETAINED EARNINGS		________ ==========

Note: The totals of the Assets and Liabilities & Retained Earnings should be the same.

2012 CALENDAR File #4.1

Proposed Meeting dates & Annual due dates for parish information:

January	18	- Administration Committee Meeting – Teleconference
	31	- 2012 Insurance premiums due.
February	27-Mar. 1	- Clergy Retreat – Sorrento *(Parish pays accommodation – approx. $280 + travel, Dioc pays Facilitator honorarium & exp)*
	28	- Annual Parish Statistics & Financial information are due at Synod Office
March	23	- Administration Committee Meeting – All Saint's, Vernon
	23-24	- Diocesan Council – All Saint's, Vernon
April	1-16	- Bonnie Bailey - vacation
	TBA	- Administration Committee Meeting – Kelowna
May	11-13	- Diocesan Synod – Diocesan Centre, Kelowna *(Parish pays accomm, Dioc pays travel)*
	TBA	- Administration Committee Meeting
June	1	- Prepare annual Registered Charity Information Return T3010B and forward to Revenue Canada by June 30.
	15	- Administration Committee Meeting – location TBA
	15-16	- Diocesan Council Meeting – location TBA
July		
August	TBA	- Administration Committee Meeting (if required)
September	TBA	- Administration Committee Meeting – location TBA
	TBA	- Diocesan Council – location TBA
	30	- DFB prepared for regional DFB meetings
October	15-18	- Clergy Conference at Sorrento *(Parish pays travel; Diocese pays Room & Board)*
	TBA	- Administration Committee Meeting - Kelowna
	31	- Stipend Worksheets are due at Synod Office
	31	- D F B acceptances are due at Synod Office
	31	- Kootenay Forward Fund requests are due at Synod Office
Nov	TBA	- Diocesan Council Meeting – location TBA
	TBA	- Administration Committee Meeting – location TBA
December	10	- Clergy Letters of Agreement are due at Synod Office
	TBA	- Administration Committee Meeting - Kelowna

Monthly due dates for parish information:

3rd	- Revisions for Pre-Authorized Giving (PAG)
15th	- Revisions for Pre-Authorized Payments (PAP)
17th	- Payroll revisions and additions
23rd	- Receipt of monthly Stipend, DFB & Moving payments

PAYMENT SCHEDULE OF MONTHLY REMITTANCES TO SYNOD OFFICE **File #4.2**

Annually, generally just prior to year-end or early in January, forms are sent to each of the parish treasurers denoting the total monthly payable to the Diocese of Kootenay for D.F.B., Clergy Moving, Stipends, and any known miscellaneous amounts (e.g. parish loans). A form is also included to authorize the "Pre-Authorized Payment" (PAP) service that allows the diocese to withdraw the total monthly payable from the parish bank account thereby eliminating the necessity of writing a monthly cheque to the Diocese of Kootenay and ensuring the payments are received on time. (See Examples: File #4.2a & #4.2b)

EXAMPLE: Payment Schedule of Monthly Remittances to Synod Office **File #4.2a**

Diocese of Kootenay

2009 Payment Schedule

Parish Name

PAY THESE AMOUNTS	D.F.B.	MOVING	CLERGY STIPEND (See attached)	Support Staff (See attached)	Misc	KFF Donation	TOTAL PAYABLE PAP
Jan-09	200.00	12.50	2000				2212.50
Feb-09	200.00	12.50	2000				2212.50
Mar-09	200.00	12.50	2000				2212.50
Apr-09	200.00	12.50	2000				2212.50
May-09	200.00	12.50	2000				2212.50
Jun-09	200.00	12.50	2000				2212.50
Jul-09	200.00	12.50	2000				2212.50
Aug-09	200.00	12.50	2000		-33.65		2178.85
Sep-09	200.00	12.50	2000		125.00		2337.50
Oct-09	200.00	12.50	2000				2212.50
Nov-09	200.00	12.50	2000				2212.50
Dec-09	200.00	12.50	2000				2212.50
TOTALS	2400.00	150.00	24000.00	0.00	91.35	0.00	26641.35

Parish Name

Note: This schedule may be updated during the year as necessary.

Note: Information on this example does not reflect any parish of the Diocese of Kootenay

EXAMPLE: Pre-Authorized Payment Authorization **File #4.2b**

Pre-Authorized Payment Authorization

Effective Date: ________________________ Acct # ______________

Parish of ____

SEE ATTACHED MONTHLY PAYMENT SCHEDULE

If you wish to make your payments through the pre-authorized payment service, please complete the following and forward this form to the Diocese of Kootenay:

BANKING INFORMATION:

Name of Parish Financial Institution:____

Branch Address:____
Street City Postal Code

Branch No.___ ___ ___ Transit No.___ ___ ___ ___ ___ Acct. No.______________________

TYPE OF ACCOUNT: Checking Savings Current

We hereby authorize the Diocese of Kootenay to debit our bank account:

1. the amount as indicated on the attached payment schedule
   or
2. the amount of $_________________

Frequency of debit: On or about the 21st day of each month.

This authorization may by canceled at any time upon written notice.

For verification purposes, please enclose one of your parish cheques marked “VOID”.

___________________________________ Date: ______________________
Authorized Signature

____
Authorized Signature

If you prefer to pay by cheque, please forward remittances early in the month, preferably payable no later than the 21st of the month.

CLERGY STIPEND AND BENEFITS PAYABLE

File #4.3

This form is sent to each of the parish treasurers at the beginning of each year and thereafter whenever any changes are effective in stipends or benefits that are paid by the Diocese on behalf of the parishes. (See Example: File #4.3a)

The form itemizes the monthly and annual salary, employer share of benefits, and fixed auto allowance payable for each person included on the diocesan centralized payroll.

EXAMPLE: Clergy Salary and Benefits Payable

File #4.3a

DATE EFFECTIVE:

NAME: PARISH:

			Monthly	Annual
			$	$
A)	SALARY		0.00	0.00
B)	EMPLOYER SHARE OF:			
	Canada Pension		0.00	
	Unemployment Insurance		0.00	
	Workers Compensation		0.00	
	Car Purchase Fund		0.00	
	General Synod Pension		0.00	
	Medical Services Plan	Tax Ben - CPP only	0.00	
	Continuing Education Fund		0.00	
	Dental Plan		0.00	
	Group Life Insurance	Tax Ben - CPP only	0.00	
	SUB-TOTAL BENEFITS		0.00	0.00
C)	AUTO ALLOWANCE (only if fixed)			0.00
D)	Other Monthly Taxable Benefits:	(Not included in total payable)		
	-			
	-			
TOTAL PAYABLE TO DIOCESE			$ 0.00	$ 0.00

MONTHLY STIPEND PAYMENT DUE TO DIOCESE $ 0.00

(Please use monthly remittance form)

Please ensure remittances arrive at the Synod Office

prior to the 21st day of the current month.

MONTHLY REMITTANCE FORM **File #4.4**

A supply of these forms is sent to each parish annually for use as cheque enclosures when forwarding payments to the Diocese of Kootenay. Use of these forms ensures payments are credited to the areas designated by the parish. (See Example: File #4.4a)

EXAMPLE: Monthly Remittance Form **File #4.4a**

To: The Diocese of Kootenay
876 Richter Street,
Kelowna, BC, V1Y 2M9

Note: Send original with remittance
and keep a copy
.

MONTHLY REMITTANCE FORM

FOR THE MONTH OF:___________________________20________

PARISH OF: ____

TREASURER: ____

A. Total Stipend, Housing and Travel Allowance for:	
1)	
2)	
3)	
4)	
5)	

B. Kootenay Forward Fund Grant	( )
C. Diocesan Family Budget	
D. Clergy Moving Fund	
E. Insurance	
F. Primate's World Relief Fund (PWRDF)	
G. Kootenay Forward Fund Donation	
H. Parish Loan Inv #	
OTHER ITEMS: Please specify.	
I.	
J.	

CHEQUE #	TOTAL PAYMENT $

STATEMENT OF ACCOUNT **File #4.5**

Statements prepared with QuickBooks are sent monthly to each parish account that has an outstanding balance at month end. The statements itemize any outstanding balances from previous months as well as current charges and payments.

Reconciliation to the account statement is helpful at month-end and is most important at year-end.

RECEIPTS FOR INCOME TAX

In accordance with legislation enacted in 1966 by the Government of Canada, in order to issue income tax deductible receipts, all Churches must be registered with the Charities Division of Revenue Canada, Taxation. Registration certificates and Business Numbers are issued directly to each Church.

Effective September 1, 1998, all charities must ensure that they have revised their numbers for tax receipts to the Business Number (BN). This is a single number a charity can use in all its dealings with the federal government. The business number assigned to a charity is the charity's registration number. In 1997, Revenue Canada deemed that the Anglican Churches within The Diocese of Kootenay should be an extension of The Diocese of Kootenay Business Number which is 12914 4549; therefore, the Canadian Charitable Organization Registration number for the Anglican Churches within The Diocese of Kootenay is an extension (0001, 0002, 0003, etc.) of **BN 12914 4549 RR.**

The original tax receipt is to be sent to the donor and the duplicate kept on file for possible audit purposes. It is important that the total amount for which receipts are issued agrees with the total recorded in the church books and financial statements.

The following information must appear on each receipt:

- a receipt number, preferably imprinted by numbering machine;
- the name and address of the Registered Charity (your Church);
- the Charity's BN/Registration number;
- a notation that it is an official receipt for Income Tax purposes; and
- **Canada Revenue Agency** website www.cra.gc.ca/charities

As not all churches can afford to have special receipts printed, serially numbered receipt forms can be purchased in duplicate (e.g. Blueline DC74). The Blueline book receipts are already numbered but in order to eliminate the possibility of duplicate numbers and to keep the numbers in chronological order; it is suggested writing your own receipt numbers using a two-part numbering system. The first part would be the calendar year (e.g. 07) and the second part would be the chronological order of the receipts written in that calendar year (e.g. 001 for the first receipt of the calendar year). The receipts would therefore be numbered 07-001, 07-002 and so forth. This numbering system will accommodate up to 999 receipts in the calendar year.

It is acceptable to use a rubber stamp bearing:

> The Name and address of the Charity
> Official Receipt for Income Tax Purposes
> Registration Number **# # # # # # # # # RR 00 # #**
> **CRA** website www.cra.gc.ca/charities

Each receipt must be dated and show the amount of the donation, the name and address of the donor (including the first name or initials), and be signed by an authorized signing officer.

A donation/gift that qualifies for a tax receipt involves a voluntary transfer of **property** for which the donor receives or expects nothing in return. Cash gifts include cash, cheques, money orders, and other negotiable instruments. <u>A contribution of services (i.e., time skills and effort) does not qualify as a gift, since services are not property.</u>

RECEIPTS FOR INCOME TAX - Continued:

Where the donation/gift is of property other than cash it is sometimes called a **donation/gift in kind** and covers tangible items such items as artwork, equipment, and land. The receipt must also contain a brief description of the property and the name and address of the appraiser of the property if an appraisal has been made (an invoice). The amount shown on a receipt for a gift of property must be the fair market value of the property as of the date the gift is made and must be of benefit to the Charity.

A charity must not issue tax receipts for **services rendered**. Instead, the person providing the service should bill the congregation for her/his work and receive payment in the usual fashion. If the person who has provided the service cares to donate an equivalent amount to the charity, s/he should do so and receive a receipt in return. Otherwise, the charity could find itself in the position of being a party to a fraud whereby the person who provides the service evades tax by not reporting the consideration received (in the form of a tax receipt) as income.

Prepare receipts legibly so that they cannot be easily altered. If a receipt is illegible or incorrect, cancel it by marking "cancelled" across the face and retain the original copy with duplicate copy. Mark the replacement receipt "Replaces receipt # ....".

Revenue Canada, Taxation will not allow improperly completed receipts to be used as deductions from income.

Give particular attention to the dating of receipts. Subsection (1) of Income Tax Regulation 3501 reads, in part:
"Every official receipt ... shall show clearly **. . .**

(e) the day on which, or the year during which, the donation was received:

(f) the day on which the receipt was issued where that day differs from the day referred to in Paragraph (e) or (e.1);..."[(e.1) refers to gifts or property]"

Further, a receipt on which the day or year of receipt is incorrectly or illegibly entered "shall be regarded as spoiled" (Sec. 6, Regulation 3501). The effect of these regulations makes it illegal to issue a receipt in one year and receive the cash in another without bringing it to the attention of Revenue Canada.

The penalty for failure to comply is severe and may result in the charity's registration being revoked. A charity whose registration is revoked no longer enjoys income tax exempt status and cannot issue tax-deductible receipts.

For more information goto: http://www.cra-arc.gc.ca/tax/charities/pubs/receipts-e.html

ANNUAL INFORMATION RETURNS

GENERAL **File #5.2**

Requirements

Under the *Income Tax Act (*the Act*),* every registered charity has to file a T3010 each year. The T3010 is a reporting tool used to hold a charity accountable to the public and to the CRA for how it has spent its money. The return also assists charities in determining whether they have met the Act's "disbursement quota". The public portions of the T3010A, including the description of charitable activities and financial information, are posted on our website and available to the public.

Registered charities are required to file a Registered Charity Information Return and Public Information Return - Form T3010 within six months after the charity's fiscal year end. This return enables Revenue Canada, Taxation to ensure that:

(i) a specified percentage - 80% of the funds for which receipts were issued in the previous year are spent on charitable activities in the current year.

This should present no problem to a local church/parish as the majority of expenditures are for the advancement of religion and other charitable activities beneficial to the community as a whole.

(ii) not more than 50% of income to the registered charity was disbursed to a "qualified donee" i.e. another registered charity.

It would also be unusual for item (ii) to apply to a local church/parish as the expenditures for local purposes will generally far outweigh amounts transferred to qualified donees such as the Diocesan Family Budget, please note that clergy costs and other region expenses are classified as expenses - not charitable donations. However, should that possibility arise with reference to Diocesan Family Budget, two or more Registered Charities may apply to be designated as associated. To do so, use form T3011, "Registered Charities - Application for Designation as Associated Charities" (See Example: File #5.2b). If the taxation department approves such a designation, income that the Charitable Organization disburses to a Registered Charity that has been designated as associated with it will be considered a resource devoted to the Charitable Organization's own charitable activity. The granting of the designation "Associated Charity" will, in effect exempt the disbursement (transfer) from the 50% limitation.

The T3010 must be filed no later than six months after the end of the registered charity's fiscal period. A charity that fails to file can have their registration revoked and will be liable for a $500 penalty if they apply for re-registration.

A completed information return includes:

- Registered Charity Information Return containing all the required information:
  - Form T3010A for fiscal periods ending on or before December 31, 2008 or
  - Form T3010B for fiscal periods ending on or after January 1, 2009
- Registered Charity Basic Information sheet, Form TF725, containing all the required information;
- The list of directors/trustees or like officials, Form T1235, containing all the required information (including date of birth);
- The list of qualified donees (if applicable), Form T1236, containing all the required information;
- A copy of the registered charity's own financial statements (at minimum, a statement of assets and liabilities and a statement of revenue and expenditures for the fiscal period)

Requirements - Continued

Each year, following the Annual Meeting of the Church a copy of the approved annual financial statement, along with a completed applicable form T3010 (See Example: File #5.2a), must be forwarded to:

Charities Directorate
Canada Revenue Agency
Ottawa, ON K1A 0L5

The BN/Charitable Registration Number for the "Synod of the Diocese of Kootenay" is 12914 4549 RR0001.

IMPORTANT

Fines will be levied on Charities for late filing (later than 6 months after year-end). Failure to file the annual Registered Charity Information Return T3010 is the most common cause of revocation of registered status. Once it has lost its registration, a charity can no longer issue tax receipts to acknowledge donations. A Treasurer will therefore save a good deal of time, anxiety, and trouble by filing the return when due. There are a number of resources to help you complete them including Charities Directorate of the Canada Revenue Agency and the Diocesan Synod Office.

Charities Annual Information Returns **File #5.2a**

- **Charities Annual Information Returns for years ending prior to January 1, 2009 must use Registered Charity Information Return and Public Information Return - Form T3010A**
  This form is no longer available on the CRA website

- **Charities Annual Information Returns for years ending after January 1, 2009 must use Registered Charity Information Return and Public Information Return - Form T3010B**

Completing the Charity's Annual Information Return

Every year a charity must complete and file an annual information return within six months of the end of its taxation year. (Since churches in the Diocese are on a calendar year basis, they must file their **Annual Information Return** by June 30th of the following year.) Revenue Canada has produced useful Guides to assist charities in completing the information return and supporting schedules.

Step-by-step guides

T3010A - The following is a general step-by-step guide to filling in Form T3010A:

Section A
A1. Generally *NO*.
A2. Answer YES. The Synod of the Diocese of Kootenay (BN 129144549 RR0001)
A3. Answer *NO*.
A4. Generally *NO*.
A5. Generally *NO*.

Completing the Charity's Annual Information Return – Form T3010A - Continued

Section B

B1. The Churchwardens and Incumbent comprise the list of Directors/Trustees. In most cases these individuals will be at arm's length. In some cases, Churchwardens are related by blood or marriage, meaning they are not at arm's length.

Section C

C1. *NO*.
C2. This response will be unique to each congregation. This information should represent your Charity well to the general public.
C3. "In a single rural, city or metropolitan area" is generally applicable.
C4. Generally *NO*, but where mission work has been undertaken by members of the congregation, the response will be *YES*.
C5. Generally *NO*.
C6. Depends on individual congregation – where issued, a T4A slip should be issued to the recipient.
C7. Generally NO.
C8. Unique to each congregation.
C9. Answer should be *NO*.
C10. Depends on whether space was licensed for a fee.
C11. Yes, the contribution to the Synod of the Diocese of Kootenay (12914 4549 RR0001) for Diocesan Family Budget (DFB), and any other gifts to other charitable organizations should be listed.
C12. Depends on individual circumstances.

Section D

D1. Depends on individual circumstances. Would include the Priest and any other paid staff.
D2. Answer according to individual circumstances.
D3. Varies according to individual circumstances.
D4. Depends on individual circumstances.
D5. *YES* – write that parish priest paid in their capacity of priests, not as trustee.
D6. Should be *NO*.

Section E

E1. Should be *CASH* if you consider only those funds received and expenses paid <u>within the calendar year</u>.
E2. Statement of Assets and Liabilities Section
The information for this should come from the financial statements. Line 4200 will not usually balance with line 4350. This is because accumulated surplus/deficit amounts are not listed in the liability section.
E3. Statement of Revenues and Expenditures Section
Most of this is straightforward; however, there are a few areas to pay close attention to Congregations do not generally earn rental income, except for rectories. Instead, money received from groups using church premises should be recorded on line 4650, under "Other Revenue".

<u>Lines 5000-5040 – Distribute Line 4950</u>

- Charitable Program Expenditures (line 5000) should include the costs associated with priests, all programs including staff, but not usually secretarial support. Where a church secretary performs an active role in church programs, a portion of this cost may be allocated to line 5000.
- Management & Administration Expenditures (line 5010) should include expenses such as utilities, building repairs & maintenance, and any property taxes.
- Fundraising Expenditures (line 5020) includes all expenses relating to fundraising.
- Political Activity Expenditures (line 5030) generally will be *NIL*.
- Other Expenditures (line 5040) includes the balance of line 4950 not distributed to lines 5000-5030.

Completing the Charity's Annual Information Return – Form T3010A - Continued

Section F
F1. Generally *NIL*.
F2. Generally *N/A*
F3. Generally *N/A*
F4. Generally only line 5600 is applicable.
F5. Generally *NIL*.
F6. Generally *NIL*.
F7. Generally *NO*. See the Registered Charity Information Return Guide (T4033A).
F8. Generally *N/A*.
F9. Should be *NO*.
F10. Should be *NIL*

Section G
Not applicable – refers to Foundations.

Section H
H1. Self explanatory – this return should be signed by one of the Churchwardens as they are responsible for the finances of the church.

Section I
Enter the relevant information.

T3010B - The following is a general step-by-step guide to filling in Form T3010B:

Section A
A1. Answer YES. The Synod of the Diocese of Kootenay (BN 129144549 RR0001)
A2. Generally *NO*.
A3. Answer *NO*.

Section B
B1. The Churchwardens and Incumbent comprise the list of Directors/Trustees. In most cases these individuals will be at arms length. In some cases, Churchwardens are related by blood or marriage, meaning they are not at arms length.

Section C
C1. Generally *YES*.
C2. This response will be unique to each congregation. This information should represent your Charity well to the general public.
C3. Answer YES.
C4. Generally *NO*, but where mission work has been undertaken by members of the congregation, the response will be *YES*.
C5. Answer *NO*.
C6. Check applicable fundraising methods used.
C7. Generally NO.

Completing the Charity's Annual Information Return – Form T3010B – Continued

C8. Generally *YES* – if the parish has a paid priest. Write that parish priest paid in their capacity of priests, not as trustee.
C9. Generally *YES* – if the parish has a paid priest or other paid employees.
C10. Generally *NO*.
C11. Generally *NO*. Goto http://www.cra-arc.gc.ca/E/pub/tp/it297r2/it297r2-e.html for further information
C12. Answer *NO*.
C13. Answer *NO*.
C14. Answer *NO*. This is asking if you have agreed to issue receipts on behalf of a non-charity organization.

Section D – Financial Information – Complete only if none of the rules apply (otherwise complete Schedule 6)

D1. Should be *CASH* if you consider only those funds received and expenses paid within the calendar year.
D2. Summary of financial position
The information for this should come from the financial statements. Line 4200 will not usually balance with line 4350. This is because accumulated surplus/deficit amounts are not listed in the liability section.
Line 4050 – Answer *NO*
Line 4400 – Answer *NO*
D3. Revenue:
Most of this is straightforward; however, there are a few areas to pay close attention to Congregations do not generally earn rental income, except for rectories. Instead, money received from groups using church premises should be recorded on line 4650, under "Other Revenue".

Line 4700 – This should equal the total revenue/income from your financial statement.

D4. Expenditures:
Line 4860 – 4920 – Expenses as per your financial statement

Lines 5000-5010 – Distribute Line 4950

- Charitable Program Expenditures (line 5000) should include the costs associated with priests, all programs including staff, but not usually secretarial support. Where a church secretary performs an active role in church programs, a portion of this cost may be allocated to line 5000.
- Management & Administration Expenditures (line 5010) should include expenses such as secretarial support balance, building repairs & maintenance and any property taxes.

Line 5050 – This amount should equal the total of the unspecified gifts on the T1236E Qualified Donees Worksheet. This would include the contribution to the Synod of the Diocese of Kootenay (12914 4549 RR0001) for Diocesan Family Budget (DFB).

Line 5070 – This amount should equal the total specified gifts on the T1236E Qualified Donees Worksheet. Any pass-thru gifts to other charitable organizations should be listed.

Line 5100 – This should equal the total expenses on your financial statement.

Section E

Complete the Certification

Section F

Complete the Confidential Data

Mark off the items on the checklist as they are completed.

Foundations – Not applicable.

Completing the Charity's Annual Information Return – Form T3010B – Continued

Activities Outside Canada – Generally not applicable

Schedule 3 – Complete the Compensation information; remember to include your priest's compensation.

Schedule 4 – Confidential Data, Generally not applicable.

Schedule 5 – Non-Cash Gifts, Complete as applicable.

Schedule 6 – Complete if any of the rules apply from Section D

Should be *CASH* if you consider only those funds received and expenses paid within the calendar year.

Assets and Liabilities:

The information for this should come from the financial statements. Line 4200 will not usually balance with line 4350. This is because accumulated surplus/deficit amounts are not listed in the liability section.

Revenue:

Lines 4500 – 4650 - Most of this is straightforward; however, there are a few areas to pay close attention to Congregations do not generally earn rental income, except for rectories. Instead, money received from groups using church premises should be recorded on line 4650, under "Other Revenue".

Line 4700 – This should equal the total revenue/income from your financial statement.

Expenditures:

Lines 4800 – 4920 – Expenses as per your financial statement

Lines 5000-5030 – Distribute Lines 4800 to 4950. The total of lines 5000 to 5030 should equal line 4950.

- Charitable Program Expenditures (line 5000) should include the costs associated with priests, all programs including staff, but not usually secretarial support. Where a church secretary performs an active role in church programs, a portion of this cost may be allocated to line 5000.
- Management & Administration Expenditures (line 5010) should include expenses such as secretarial support balance, building repairs & maintenance and any property taxes.

Line 5050 – This amount should equal the total of the unspecified gifts on the T1236E Qualified Donees Worksheet. This would include the contribution to the Synod of the Diocese of Kootenay (12914 4549 RR0001) for Diocesan Family Budget (DFB).

Line 5070 – This amount should equal the total specified gifts on the T1236E Qualified Donees Worksheet. Any pass-thru gifts to other charitable organizations should be listed.

Line 5100 – This should equal the total expenses on your financial statement.

Other financial information:

Lines 5500 – 5520 – Will generally not apply.

Lines 5710 – 5750 – Complete as applicable.

Lines 5900 – 5910 – Will generally not apply.

Form T1235E – Complete Directors/Trustees and Like Officials Worksheet

Form T1236E – Complete Qualified Donees Worksheet/Amounts Provided to Other Organizations

T3010-1 – Registered Charity Information Return for year-ends after March 4, 2010:

Goto: http://www.cra-arc.gc.ca/E/pbg/tf/t3010-1/README.html for the T3010-1 Registered Charity Information Return, both in PDF and fillable/saveable formats and links to the T3010-1 attachments and related documents including the T4033-1 Guide for completing the Registered Charity Information Return. The Guide is easy to follow.

Application for Designation as Associated Charities - Form T3011 **File #5.2b**

Goto **http://www.cra-arc.gc.ca/E/pbg/tf/t3011/**

BENEFITS OFFERED BY THE DIOCESE OF KOOTENAY - Summary

File #6.1

A = Active Employees
R = Retired Employees

EFFECTIVE DATE: **JANUARY 1, 2012**

* Revised

		MONTHLY PREMIUMS SINGLE	MARRIED	FAMILY
* ***MEDICAL***:	Medical Services of BC (MSP) • Basic Medical coverage • Employee paid 50%	64.00	116.00	128.00
* ***E.H.B.***:	Manulife Financial • Extended Health Benefits not covered by Basic Medical. • $1,000,000 Lifetime Max (R=$50,000) • Vision Care included • Employee paid 50%	A 78.42 R 112.73	208.06 297.80	
* ***PENSION***:	Anglican Church of Canada • Prerequisite for LTD, EHB/Vision Life & Dental Ins. coverage. • Premiums based on Pensionable Earnings • Employee contribution 4.4% • Employer contribution 12.4%	Pensionable Earnings: Clergy & Lay: Actual Earnings		
* ***L.T.D.***:	Anglican Church of Canada • Long Term Disability • Coverage: 60% of Earnings • Benefit is Taxable • Premiums based on Pensionable Earnings • Employee contribution 0.4% • Employer contribution 2.2%	Pensionable Earnings is the same as PENSION		
* ***LIFE INS***:	Manulife Financial • Group Coverage: • Life $90,000 (65+ $50,000) • Self-Insured $10,000 (65+ $10,000) • A.D.&D. $100,000 (65+ $50,000) • Employee paid 50% • Dependants • Prerequisite for Dental & EHB Coverage • Individual Optional Life Ins: • Employee $10,000 to $100,000 • Spouse $10,000 • Employee paid 100%	 $0.35 per '000 $1.00 per '000 $0.02 per '000 based on age & other factors	 .52	
* ***DENTAL***:	Manulife Financial • Coverage: • Basic 80% • Major 50% • Endodontic & Periodontal 80% • Orthodontia 50% • Employee paid: A = 50% R = 100%	A 35.84 R 43.36	62.45 78.21	132.78 164.58

BENEFITS OFFERED BY THE DIOCESE OF KOOTENAY – Summary

C.E.P.: Anglican Church of Canada $37.50/Month

- Continuing Education Fund
  - Annual Premium $450.00
  - 100% Employer Paid

Clergy Car Purchase Fund: This fund is not available to clergy employed after March 11, 2011.

Diocese of Kootenay Contributory Fund

• Employee	$30.00
• Parish	$43.33
• Diocese	$26.67
• Monthly Contributions:	$100.00

Clergy Car Loan:

Diocese of Kootenay Maximum $3500.00

Note: ***ALL PREMIUMS ARE SUBJECT TO CHANGE***

PAYROLL

GENERAL: **File #7.1**

The Diocesan Synod Office provides a centralized payroll for all stipendiary clergy employed by the Diocese of Kootenay. It is possible for other (Lay) church/parish personnel to be paid through this central payroll as well. Whether the payroll is being processed at the Synod Office or church/parish level, it is well advised for the Treasurer to have knowledge of the earnings and deductions that make up a payroll as the church/parish is responsible for payment of clergy and lay staff stipends and parish (employer) portion of benefits.

PAYROLL EARNINGS RECORDS: **File #7.2**

If a payroll is being processed at the church/parish level, it will be necessary for the Treasurer to keep individual earnings records for each employee in order to accumulate the needed information for monthly statutory deduction remittances and annual government returns. The record also serves as a control for issuing pay cheques. Books for this purpose are available at most stationery stores.

STATUTORY DEDUCTIONS **File #7.3**

Canada Pension Plan (2012)

Year's Maximum Pensionable Earnings	$50,100.00
Year's Basic Exemption (Monthly = $291.67)	$ 3,500.00
Maximum Contributory Earnings	$46,600.00
Government Fixed Rate	4.95%
Maximum Employee/Employer Contribution	$ 2,306.70

Employment Insurance (2012)

Maximum Annual Insurable Earnings	$45,900.00
Minimum Weekly Insurable Earnings	1 Hour of Pay
Employee Premium Rate	1.83%
Employer Premium Rate (Employee rate x 1.4)	2.562%
Maximum Annual Employee Premium	$ 839.97
Maximum Weekly UIC Benefit Entitlement	$ 485.50

Workers Compensation Board of BC

Annual Assessment	Per $100 Gross Earnings	Maximum Assessable Earnings
2002 Annual Assessment	$0.40	$59,600.00
2003 Annual Assessment	$0.35	$60,100.00
2004 Annual Assessment	$0.37	$60,714.00
2005 Annual Assessment	$0.34	$61,300.00
2006 Annual Assessment	$0.39	$62,400.00
2007 Annual Assessment	$0.31	$64,400.00
2008 Annual Assessment	$0.31	$66,500.00
2009 Annual Assessment	$0.31	$68,500.00
2010 Annual Assessment	$.031	$71,200.00
2011 Annual Assessment	$.031	$71,700.00
2012 Annual Assessment	$.027	$73,700.00

Prescribed Interest Rates

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
2002	3%	2%	3%	3%
2003	3%	3%	4%	3%
2004	5%	5%	4%	5%
2005	3%	3%	3%	3%
2006	3%	4%	4%	5%
2007	5%	5%	5%	5%
2008	4%	4%	3%	3%
2009	2%	1%	1%	1%
2010	1%	1%	1%	1%
2011	1%	1%	1%	1%

EMPLOYMENT INSURANCE (EI)

GENERAL

Canada Revenue Agency issues a guides entitled "T4001 -Employers' Guide - Payroll Deductions and Remittances" (goto http://www.cra-arc.gc.ca/E/pub/tg/t4001/README.html) to enable determination of the amount of Employment Insurance to be withheld from the pay of an employee.

Portions of this guide are devoted to instructions to employers and the treasurer should refer to these portions for any questions concerning Employment Insurance (EI). Some of the more pertinent items are discussed in the following paragraphs.

COVERAGE

Amounts and benefits subject to EI premiums

You generally deduct EI premiums from the following amounts and benefits:

- salary, wages, bonuses, commissions, or other remuneration (including advances on account of future earnings), and wages in lieu of termination notice;
- most cash taxable benefits and allowances, rent-free and low-rent housing if paid as cash or a subsidy, the value of board and lodging if cash earnings are also paid in the pay period (other than an exempt allowance paid to an employee at a special work site or remote work location), employer contributions to an employee's registered retirement savings plan (RRSP) except where employees cannot withdraw amounts from a group RRSP until they retire or cease to be employed, and gifts, prizes, and awards paid in cash;
- honorariums from employment or office, a share of profit that an employer paid, incentive payments, directors' fees, and other fees if paid in the course of insurable employment such as management fees and fees paid to board or committee members;
- certain tips and gratuities received for services performed;
- remuneration received while on vacation, furlough, sabbatical, or sick leave, or for vacation pay, payments received under a supplementary unemployment benefit plan (SUBP) if the payment is for other types of benefits paid under a SUBP, such as benefits for a temporary stoppage of work;
- wage-loss benefits that an employee receives from a wage-loss replacement plan (these benefits may or may not be subject to EI premiums-for more information, see Wage-loss replacement plans); and
- the salary you continue to pay to an employee before or after a workers' compensation board claim is decided, as well as:
    - any advance or loan you make that is more than the workers' compensation award;
    - any advance or loan not repaid to you.

EMPLOYMENT INSURANCE - Continued

Exemptions:

Some persons on the payroll of a local church/parish may not be required to pay Employment Insurance premiums. The following types of employment are exempted by legislation and are not insurable. *Do not deduct premiums*.

- Employment of a person to whom no cash remuneration is paid.
- Taxable benefits (employer portion of MSP and Group Life Insurance).

Since a travel reimbursement paid to ministry personnel is a reimbursement of expenses incurred, it should not be included in insurable earnings.

DETERMINING THE AMOUNT TO BE DEDUCTED

The amount to be deducted depends on the amount of insurable earnings. However, please note that gross salary for a pay period can include retroactive pay increases and/or vacation pay; the total is considered to be gross salary for that pay period for Employment Insurance purposes. After gross salary is determined, the amount to be deducted in respect of Employment Insurance is determined from the Payroll Deductions Tables.

EMPLOYER'S PREMIUM

Both the employee and employer have to pay EI premiums on the employee's earnings from insurable employment. The amount paid by the employer is equivalent to 1.4 times the amount of premium paid by the employee unless the employer qualifies for premium rate reduction. The Diocese of Kootenay does not qualify for the premium rate reduction.

REMITTANCES TO REVENUE CANADA

To determine the total amount to be remitted by the Treasurer, it is simply a matter of totalling the amounts of EI that have been deducted during a month and adding 1.4 times the total figure.

Remittances are made for each month by the tenth day of the following month using form PD7A (See Example) which is sent monthly to employers. This form is also used to remit income tax deductions and Canada Pension Plan contributions.

INTERRUPTION OF EARNINGS

Within five days of an employee leaving a position with an employer, it is the responsibility of the employer to issue a Record of Employment (See Example). This applies to all staff, including the Minister, even when moving directly from one church/parish to another. Please obtain and refer to The Record of Employment Guide from your local Employment Insurance Office for details on how to complete this form.

CANADA PENSION PLAN **File #7.5**

GENERAL

Canada Pension Plan (CPP) contributions are similar to EI premiums in that they are deducted from remuneration paid to an employee and the amount to be deducted is determined from the same source "Employers' Guide to Payroll Deductions and (Province) Payroll Deductions Tables".

The Treasurer will have to be aware of the instructions contained in these booklets and alert to some possible pitfalls covered in the paragraphs that follow.

COVERAGE

You must deduct the required Canada Pension Plan contributions from the remuneration of every employee who meets all three of the following criteria:

1) the employee is 18 years old and has not reached 70 years of age;
2) the employee is employed in pensionable employment during the year; and
3) the employee is not receiving a Canada or a Quebec Pension Plan retirement or disability pension.

EARNINGS TO BE INCLUDED IN CPP. PENSIONABLE EARNINGS

CPP Pensionable earnings (to the annual maximum earnings - refer to "Statutory Deductions") include the gross salary, together with taxable benefits; however, for Clergy, does not include housing allowances or the benefit of free living quarters provided by a congregation.

DETERMINING THE AMOUNT TO BE DEDUCTED

After gross salary is determined, the employee's Canada Pension Plan contribution is calculated by referring to the booklet, "(Province) Payroll Deductions Tables". Please note the annual maximum deduction (refer to "Statutory Deductions").

EMPLOYER'S PREMIUM

The amount paid by an employer is equal to the employees' contributions.

REMITTANCES TO REVENUE CANADA

To determine the total amount to be remitted by the Treasurer, it is simply a matter of totalling the amounts that have been deducted during a month and adding an equivalent figure.

Remittances are made for each month by the fifteenth day of the following month using form PD7A (See File #7.4a). This form is also used to remit income tax deductions and Employment Insurance premiums.

INCOME TAX **File #7.6**

All persons receiving a salary should complete Forms TD1 and TD1-BC, Federal & Provincial Personal Tax Credit Return, particularly if they have dependents for whom they are requesting exemption. From this form, the total claim for exemptions for Income Tax purposes is determined.

To calculate taxable income, subtract the employee contribution to The Anglican Church Pension Fund from the amount of salary. Next, add applicable allowances and benefits to salary to develop the base figure on which deductions are determined. However, note the three exceptions that apply to Clergy:

1) Travel (car) allowance
2) Housing allowance (as approved by CRA)
3) Taxable benefit represented by the provision of a rectory.

Having calculated the taxable income, the amount of income tax to be deducted can then be obtained from the booklet, "(Province) Payroll Deductions Tables".

The amount of tax deducted for the month is remitted monthly to Revenue Canada by the fifteenth day of the following month together with the Employment Insurance premiums and Canada Pension Plan contributions using form PD7A. *(See File #7.4a)*

ANNUAL GOVERNMENT RETURNS **File #7.7**

If a payroll is being processed at the church/parish, the Treasurer is responsible for the preparation and distribution of the T4 Statement of Remuneration Paid, T4 Summary of Remuneration, T4A Statement of Pension, Retirement, Annuity and Other Income, and T4A Summary of Remuneration Paid (See examples) in respect of the previous year. Usually these forms will be provided automatically each year by Revenue Canada; otherwise they may be obtained from the nearest District Taxation Office. These reports must be completed on or before February 28th of the following year.

The forms are accompanied by instructions that should be followed.

ALLOWANCES

CLERGY HOUSING ALLOWANCE **File #8.1**

All housing allowances and/or "rent free" accommodation are clearly taxable under Section 6(1)(a) of the Income Tax Act. Housing allowances that are paid in cash to a clergyperson are also considered insurable for E.I. purposes. Clergy may also deduct under Section 8(1)(c) of the Income Tax Act:

- ♦ the value of the residence or other living accommodation occupied by them in the course of employment relating to ministering to a congregation;
- ♦ the rent paid by them for a residence or other living accommodation; or
- ♦ the fair rental value of a residence or other living accommodation owned and occupied by them.

It is clear that a Minister cannot deduct mortgage interest or other costs relating to the ownership of their home. They may deduct only rent or a "fair rental value" which is typically the amount that could be obtained for their home if it was rented to another person.

The deduction is limited to the amount of the Minister's income from employment including any housing allowance. Where a Minister is entitled to a deduction in respect of rent, it is the amount actually paid as rent that is deductible without regard to the services or utilities that may be included. A Minister who owns and occupies her/his own home is limited to the fair rental value of the unfurnished premises, excluding utilities. However, if the rental value of similar premises normally includes the cost of some utilities, s/he would be entitled to claim those items that do not result in a charge above the basic rent.

To determine the value of the benefit arising from occupation of a rectory, it is suggested that a local Realtor be consulted as to values of similar houses (unfurnished and unserviced) in the area.

In the case of the living accommodation provisions (rectory), it should be noted that the value of any living accommodation must be included on the Minister's T4 slip in Boxes (14) and (30). The Minister must then deduct on her/his income tax return, as a separate item, the related expense permitted to her/him pursuant to the provisions of the Income Tax Act. It is not sufficient to simply take the position that there is no benefit because an equivalent deduction is allowed. Revenue Canada wants the opportunity of assessing whether or not the deduction is reasonable and accordingly forces the taxpayer to include the value of any benefit in her/his income and claim the equivalent deduction. It is also important to include this information for the purpose of determining maximum annual RRSP investment.

In a nutshell:

- ♦ All housing and utilities, whether paid to, paid on behalf of, or supplied (rectory) to a clergyperson are considered taxable and must be included on a T4.
- ♦ All clergy housing is insurable for EI purposes. This includes cash allowances and the fair rental value of parish provided housing (rectories)
- ♦ A member of the clergy may claim an income tax deduction in respect of their residence by forwarding annually, a **T1213 Request to Reduce Tax Deductions at Source** and a **Letter from their parish** that they are in accordance with Section 8(1) © of the Income Tax Act.
- ♦ If a residence deduction is being taken for Income Tax, then the housing allowance is not pensionable for CPP purposes.
- ♦ Where free accommodation is provided (rectory), the deduction claim is limited to the value included in income as a benefit.
- ♦ Where a housing allowance is provided, the deduction claim may be either the amount actually paid as rent or the fair rental value of the unfurnished premises, excluding utilities.
- ♦ In the case of clergy couples where each clergyperson in the household is receiving a housing allowance, only 50% of each allowance is generally allowed as a deduction claim.

REIMBURSEMENT OF TRAVEL EXPENSES **File #8.2**

Travel allowances and most particularly automobile allowances come under scrutiny by Revenue Canada from time-to-time.

A minister and other church employees may be reimbursed for the use of their automobiles on Church business and that reimbursement may not be taxable to the minister or employee. There are three important factors that must exist in order for such payments to be non-taxable:

1) The payment must be a pre-established per kilometre rate that is not more than a reasonable amount.
2) The payment must be based on actual distance driven (e.g. Expense claims). The minister or employee involved must keep a log book detailing distances driven on Church business (to substantiate the distances claimed); and
3) The driving must be done in the course of carrying out the required duties of ministering to a church. It is important to keep in mind that travel from residence to the business office (e.g. church office) is considered personal and <u>not</u> business travel

We encourage the above method ONLY to be used; however, Revenue Canada has agreed that employees may receive accountable, non-taxable, advances (allowances) for automobile expenses providing <u>all</u> the following conditions are met:

1) There is a pre-established per kilometre rate that is not more than a reasonable amount
2) The rate and the advances are reasonable under the circumstances.
3) This method is documented in the employee's record.
4) No other provision of the Income Tax requires that advances to be included in the employee's income.

It is important to monitor the actual kilometres occasionally to ensure the allowance paid is reasonable for the distance travelled.

Reasonable travel allowances and travel expense reimbursements are not included on the employee's T4.

Revenue Canada has stated that payment of an allowance to cover certain basic expenses, such as insurance and depreciation, in addition to payments for actual mileage driven are unreasonable and therefore all such payments are taxable benefits to the recipient and will be included as taxable benefits on the employee's T4.

File 5.6.13 of the POW Manual sets out the basis for reimbursement for automobile expenses and the travel rates for both clergy and diocesan employees:

GST & HST – Refer to http://www.cra-arc.gc.ca/E/pub/gp/rc4034 and http://www.cra-arc.gc.ca/E/pub/gp/rc4082/rc4082-10e.pdf

INTRODUCTION **File #9.1**

GST The GST (Goods and Services Tax) came into effect January 1, 1991, and is a federal tax on the consumption of goods and services in Canada. The current rate is 5.0% and since July 1, 2011, this individual tax applies to very few items – gasoline and travel claims by the km are two. It was designed so the full tax is borne by the final consumer. There is a system of input tax credits and rebates so that as goods go through various stages of manufacturing and distribution, the GST paid is recovered.
It is necessary to receive a GST account/rebate number in order to participate in the recovery of GST taxes paid.
In general, donations, grants and subsidies received by charities are free from GST; therefore, if these are the main sources of income, the charity does not need to register for the purpose of remitting GST as none has been collected.
On the other hand, *charitable organizations may receive a rebate of 50%* of all GST paid out in the course of their charitable endeavours.
However, if a charity engages in commercial activities, it is required to collect taxes and register for GST unless any or all of the activities qualifies under three broad exemptions:

1) if the charity qualifies for the small trader exemption (gross commercial sales of GST taxable goods and services amount to less than $50,000 annually – Refer to http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rgstrng/rgstr/rgstrng/smllspplrclc_ch-eng.html
2) if the prices charged are nominal
3) if the activity is the provision of food, drink or accommodation to relieve pain, suffering or distress.

For GST purposes, a charity is defined as registered charity under the Income Tax Act. It must have a registration number and that number must not have been revoked.

Each church that currently is a registered charity for income tax purposes with a valid registration number is automatically a charity for GST purposes.

Use Form GST66, Application for GST/HST Public Service Bodies' Rebate and GST Self-government Refund to claim the rebate.

HST The HST (Harmonized Sales Tax) came into effect in British Columbia on July 1, 2010. The 12% HST replaces the previous 7% PST + 5% GST and is applicable to almost all items that were previously taxed for GST and PST. Refer to the RC4034(E) GST/HST Public Service Bodies' Rebate Guide http://www.cra-arc.gc.ca/E/pub/gp/rc4034/rc4034-11-10e.pdf

REGISTRATION **File #9.2**

WHO SHOULD REGISTER?

If the church has no commercial activities and only receives donations, gifts, grants and subsidies, there is *no reason* to register. You need only claim your rebates. (See How to Claim a Rebate: File #9.3)

If the church is heavily into commercial activity and the volume of GST taxable transactions is over $250,000 over the previous 2 years, then the church *must* register. This will probably not apply to any of the Anglican churches within The Diocese of Kootenay.

If the church has some commercial activity, but less than $250,000 over the previous 2 years, then it has the *option* to register. The advantage of registering is that it gets back not only the 50% rebate of GST spent on charitable activities, but also the 100% of GST paid out on its commercial activity. The disadvantage is that the church must collect and remit the GST on all its commercial sales with all the required record keeping. It then becomes a question as to whether the effort is worth the saving. The closer to the $50,000 limit, the more the saving. Keep in mind that the moment sales top $250,000 in any 2 years, the church is required to register for that period.

REGISTERING FOR GST PURPOSES

If annual commercial revenues have been determined to be in excess of $250,000, or if the church wishes to register despite qualifying for the small trader exemption, contact the local GST office to request a "GST 1E" registration form.

The registration form comes with instructions for completing it. After the form has been filed, the GST office will forward a registration number and a remittance form.

Registrants are required to:

1) collect GST on ALL commercial sales subject to GST;
2) show their registration number and the amount of GST charged on all invoices for commercial sales and;
3) remit the GST on a regular basis. A rubber stamp with the number and a space for the amount of GST is acceptable.

HOW TO CLAIM A REBATE **File #9.3**

(A) **NON-REGISTRANT**

Charities may claim a rebate of 50% of GST and 57% of HST paid on purchases for exempt charitable activities. It is not necessary to be registered with the GST to do this, but the church's charitable registration with Revenue Canada must be valid. *

Form GST 191E, Goods and Services Tax Rebate Application (See Example: File #9.3a), may be obtained from the local GST office (Kelowna (250) 470-6600 or 1-800-959-5525). This form comes with a guide that explains how to complete it and send it in. The GST office will then assign a rebate number and send a new form for each successive filing. Completing the form is relatively simple if the accounting books and records readily show the items which are GST applicable.

The purchases that are eligible for the 50% rebate include:

- General operating expenses such as rent, utilities, office equipment and supplies.
- Reimbursement of employees' expenses that include GST (these can be subject to certain limitations).
- Purchases made for the goods and services the congregation offers (commercial activity) for which it is not required to collect GST because it is a small supplier (under $250,000 rules).

(B) **REGISTRANT**

Congregations registered for the GST can claim their rebate when they file their GST return – semi-annually or annually. GST Rebate Application for Registrant Public Service Bodies - Form GST 66E is used and attached to the regular GST Return for Registrants - Form GST 34E and they are filed together. The rebate may decrease the amount of tax to be remitted to the Receiver General or, if a refund is due, it may increase the refund. Note that the time limit for claiming the GST rebate is four years.

CALCULATION OF REBATE

There are two ways in which to calculate the rebate:

1. total the GST paid on individual purchases used in exempt activities and apply the 50% rebate factor; or
2. use the <u>Simplified Method</u> in which you do not have to track the GST paid on each invoice:

   To use this method add up the business purchases on which GST has been paid. Include in this total: the purchase price; GST; non-refundable business taxes; tips; import duties; and interest and late penalty for supplies taxable at 6%.

   Do not include expenses on which GST has not been paid such as salaries, insurance payments, interest paid, other exempt or zero-rated purchases; purchases of real property.

   To calculate the rebate multiply your total taxable business purchases (as established above) by 7/107 and multiply this determined amount by 50% (the rebate factor for charitable organizations).

Note that miscellaneous expenditures under $30.00 (i.e., meals, taxi-fares) normally have GST included in the total. The GST component is calculated at 6/106 times the total payment. The rebate would then be calculated at 50% of this GST component. Reimbursement of travel expenses also contains a GST component that may be calculated at 6/106 times the total payment.

FILING **File #9.4**

REGISTRANTS FILING OF FORMS (Does not apply for rebate applications)

Congregations registered for the GST can claim an Input Tax Credit (ITC) on their commercial activities. The ITC is a credit applied against the tax collected on sales. It allows the recovery of *100% of the GST paid on purchases and expenses* (for all the taxable goods and services bought, leased or rented) *relating to the taxable activities* of the congregation.

An ITC may also be claimed for the GST paid on other expenses (in full or in part) used in taxable activities, including:

- utilities
- office rental
- purchase of office supplies

However, only the portion used in taxable activities may be claimed as an ITC The method used to determine the amount relating to taxable activities must be *reasonable* and *applied consistently*.

The ITC is claimed when the GST return is filed. Input tax credits may only be claimed once and cannot be claimed for the GST paid on purchases related to exempt goods and services.

> Input tax credits are limited strictly to purchases and expenses used in taxable activities. The balance of GST paid for expenses relating to non-taxable activities is eligible for the 50% rebate available to charitable organizations.

FILING

All registrants are required to file a GST return for each reporting period, even if there is no money to be remitted or refunded. Filing frequency can be monthly, quarterly or annually. Congregations filing monthly or quarterly, will remit the net tax owing or claim a refund at the same time as they file their GST returns. Those filing annually are required to make quarterly instalment payments unless the instalment base is less than $1,000.00. If the filing schedule is monthly or quarterly, the GST return must be filed within one month of the end of the reporting period. If the filing schedule is annually, the GST return must be filed within three months of the end of the reporting period. Cash flow considerations, particularly as they relate to refunds of input tax credits and rebates may be the most significant factor in deciding which reporting option to choose.

ADMINISTRATION **File #9.5**

BOOKS AND RECORDS

Under the GST, it is recommended that the accounting records and systems be structured to allow for the recording of GST collected, GST paid, ITC claims and rebate claims (whichever is applicable). At the end of each filing period, the books should provide enough information to determine how much GST has been charged and paid as well as the amount recoverable through ITC's and/or rebates.

PURCHASE INVOICES

Sales records and invoices must be kept in order to support claims for the input tax credit and the 50% GST rebate. Suppliers registered for the GST will provide invoices containing their GST registration number and other required information. These records must be kept for six years and made available to Revenue Canada Excise auditors on request.

REMITTANCES

If you are registered, cheques for GST should be made payable to the Receiver General and your GST account number must be noted on your cheque. Remember that it is not necessary to remit all GST collected. Only the net amount of tax - the difference between tax collected and the amounts of input tax credit and rebate - need be remitted.

ADMINISTRATION PROVISIONS

The administration provisions of the GST dealing with records retention, audits, penalties, assessments, collections, objections and appeals parallel those in the Income Tax Act and the Excise Tax Act. The GST legislation contains a general anti-avoidance provision and penalties for evasion, failing to file a return as and when required, and wilful failure to pay, collect or remit tax.

GST – REVENUES **File #9.6**

REVENUES AND COMMERCIAL ACTIVITIES

Most of the sources of income for churches are not taxable for GST purposes. These include:

1) Personal and corporate donations
2) Government grants and subsidies
3) Fees for research, counselling, rehabilitation, education and social services.
4) Admission to fundraising events such as dinner, balls, and galas, as long as a portion of the admission charge represents a donation for which a receipt is issued. Ony a 50% rebate is available for any GST paid on costs related.

In addition, charities will be granted three broad exemptions that are not subject to GST:

(1) A charity that qualifies as a *small supplier* (annual sales of GST taxable goods and services under $125,000) will not have to collect GST on its sales. If a charity has distinct branches or divisions, each branch or division may apply to be treated as a separate entity for this purpose.

 The gross revenue test threshold (total income from all sources) has been increased for charities and public institutions to $250,000 over the previous two years.

 This means if your church/parish received less than $250,000 from all sources, the two previous years in a row, they are not required to register for GST.

(2) GST will not apply to goods or services provided for a *nominal charge* if it is reasonable to expect that the nominal charge will not cover the direct costs (excluding labour, capital and overhead costs) incurred for those goods or services.

(3) GST will not apply to food, drink or accommodation provided to relieve poverty, suffering or distress.

If any of those three exemption conditions is met with respect to particular foods or services, GST will not apply. At all times, however, the exemption rules do not apply to real estate transactions.

COMMERCIAL ACTIVITIES **File #9.7**

Rental of Facilities

Long-term rentals (over 30 days) of church facilities are exempt where the tenant has full, continuous and exclusive use of the space.

This appears to classify the following traditional church arrangements as short-term:

(1) rental of a hall, gymnasium or a meeting room for one evening a week by groups such as the Scouts, an adult athletic association, a group of retirees, etc.

(2) rental of space for 5 days each week during business hours by a school or day care.

(3) rental of the sanctuary for a portion of each Sunday by another church.

As short-term rentals, these arrangements would be considered GST taxable if you are registered for GST. The only exception to this would be short-term residential accommodation supplied for less than $20 per day or $140 per week.

One-time rentals of space for a wedding reception, a meeting or other non-repetitive functions would be considered short-term and therefore taxable.

Rental of Parking Spaces

The supply of parking spaces, whether short or long term, will be taxable.

Services Rendered by a Priest and/or Church Employees

Fees to be directed to employees of the church for services rendered (weddings, funerals, etc.) are considered honoraria and are not subject to GST. However, if an employee (e.g., Church organist) is a registrant under the GST, that employee must charge GST on the value of the services rendered.

Seminar and Conference Fees

Fees charged for seminars, conferences, meetings and conventions are exempt from GST.

WORKERS COMPENSATION BOARD OF B.C. (WCB)

INTRODUCTION File #10.0

Effective, January 1, 1994, the Provincial Government of BC deemed it is compulsory for church employees to be covered by WCB.

The following information is intended as a guide only. If you require further details at your church, please contact the Synod Office or WCB.

WHO MUST REGISTER?

Every employer who hires workers, whether these workers are full-time, part-time or casual, must register with WCB.

All church locations within the Diocese of Kootenay have been registered under the **"Synod of the Diocese of Kootenay" Firm No. 502775-111**. All employees included on the *Diocesan Centralized Payroll* are covered by this registration number.

If your church has its own payroll, you may register separately under the official name of your church. You will then have direct correspondence with WCB for assessments and claim reports. If you are uncertain about your need to register, contact the Synod Office or WCB (website: http://www.worksafebc.com/) for information. *Remember, an employer who is not registered at the time of a work injury to one of his workers is normally charged with the total compensation costs of that injury and regular assessments that may be past due.*

At the end of each calendar year, the synod office distributes a form (see File #10.7) to each church so you may include your casual and church payroll workers under the Diocese of Kootenay registration, thereby eliminating the necessity for individual church registration mentioned in the above paragraph.

WHO IS A WORKER?

Any individual employed - regardless of whether that employment is full-time, part-time or casual or whether payment is made on a wage, salary, honoraria, per-job, or piece-work basis. This includes administration, management and clerical staff as well as labourers.

Unregistered labour contractors are also classed as workers.

EMPLOYERS' RESPONSIBILITIES **File #10.1**

- Register your business with the WCB before workers are hired or work is contracted out. (Registration is not deemed in effect until a registration request is received by the WCB. either in writing or by telephone.
- Submit payroll returns and regular assessment payments when due - avoid penalties.
- If a work injury or industrial illness occurs, or is alleged to have occurred, and an Employer's Report is required:
    1. submit the report on a Form 7 (Employer's Report) within three (3) days, and attach a Form 7A if a First Aid Attendant has given treatment.
    2. report immediately to the WCB by telephone if the injury is critical or fatal.
- Comply with the WCB Industrial Health and Safety Regulations and the Occupational Environment Regulations and investigate all injuries.
- Comply with WCB First Aid Regulations

HOW TO REGISTER

Employers may register over the telephone by calling WCB Assessment Department toll free 1-800-661-2112, or by completing an Employer's Registration Form.

Once registration is completed, you will be assigned a firm number, classification and assessment rate.

WHAT IS "ASSESSABLE PAYROLL"?

- Gross wages, salaries, commissions or any other remuneration paid to works *including* taxable benefits are subject to assessment.
- Amounts paid to unregistered labour contractors.

PAYMENT OF ASSESSMENTS **File #10.2**

Each year, the WCB is required to collect from employers and amount sufficient to meet the current and future costs of all claims in that particular year, along with the associated costs of administration, amortizing unfunded liabilities, etc.

To this end, each employer pays an assessment based on their assessable payroll multiplied by the assessment rate for the industry group. The assessment rate is established, and re-evaluated annually, by reviewing the total cost for the industry group and the total assessable payroll for the group. The resulting ratio is the assessment rate.

There is an annual minimum assessment for each registered employer. Presently, it is $25.00.

Because we were exempt previous to 1994 and do not have a WCB history to determine an assessment rate, we were assessed a low rate for the first two years. Thereafter, we have been assessed annually based on our claims.

Please refer to File #7.3, **PAYROLL Statutory Deductions**, for the current year assessment rate.

The assessment is paid solely by the employer. It is illegal to deduct, directly or indirectly, any amount from a worker for the employer's assessment or to require or permit a worker to contribute in any manner toward indemnifying the employer against a liability which he has incurred or may incur under the Act.

REMITTANCE OF PAYMENTS File #10.3

Remittance is made by employers on the following basis:

Temporary. Employers whose operations are of a short and definite period will be assessed on their estimated payroll given at the time of registration. On completion of their project they must submit a Form 1810 - "Employer's Payroll and Contract Labour Report" - at which time their assessment will be adjusted.
Annual remitting. Most firms with a projected annual assessment of less than $500.00 may report their payroll and pay their assessment only once a year. *A Form 1810 will be mailed to them in the first week of January following a year of operation.* ***The due date is February 20.***
Quarterly remitting. All firms with a projected annual assessment of $500.00 or more are required to remit on a quarterly basis. *A Form 1820 - "Employer's Remittance Form" - will be mailed to these employers following each quarterly payroll period except at year-end when a Form 1810 will be required.*

Form 1820 Quarterly remittance forms are mailed on the 1st of April, July and October. ***Remittances are due at WCB. on April 20, July 20, October 20 and January 20.***

In the first week of January, every quarterly remitting firm will be mailed a Form 1810 - Employer's Payroll & Contract Labour Report. ***The due date is February 20.***

If an employer fails to receive the remittance forms within a reasonable time after the mailing date, he or she should contact the WCB.

If there is no activity in a payroll period, you are still required to file the remittance stub, marking "nil" in the amount due box.

For those churches that do not have a payroll but do have casual employees (snow removal, etc.), a remittance form will be sent to complete (employee names and earnings) and return to the Synod Office before January 31st. These employees will then be included with the Diocesan Fourth Quarter Remittance to WCB.

Effective April 1, 1995, to reduce costs, WCB will no longer mail reminders to firms after the due date of the quarterly or year-end payroll reports.

PENALTIES

If an employer fails to meet the due dates required on Form 1810 or Form 1820, a penalty of 5% of the previous year's assessment (minimum $50.00) is applied. This is a penalty for non-compliance - not an overdue interest charge.

PROCEDURE FOR SUBMITTING A CLAIM **File #10.4**

- Worker reports injury to employer and completes a Form 6A - Worker's Report of Injury (See Example: File 10.5).

- Employer completes a Form 7 - Employer's Report of Injury (See Example: File 10.6)

  Even if the worker at the church is paid through the Diocesan Centralized Payroll, the Form 7 - Employer's Report of Injury - will still be completed at the church.

- Employer (church) forwards original of both forms to nearest WCB office within 3 days of Workers report of injury.

- **If the claim is being submitted under the Diocese of Kootenay Firm number, please forward a copy of the claim to the Synod Office.**

WCB OFFICES WITHIN THE DIOCESE OF KOOTENAY

Cranbrook	Telephone:	426-6694
100 - 7th Ave. S.,	Toll Free:	1-800-663-4912
V1C 2J4	Fax:	426-4434
Kamloops	Telephone:	371-6002
321 Battle Street,	Toll Free:	1-800-663-3935
V2C 6P1	Fax:	371-6031
Nelson	Telephone:	352-2291
524 Kootenay Street,	Toll Free:	1-800-663-4962
V1L 6B4	Fax:	352-3272
Vernon	Telephone:	549-2111
3100 - 35 Ave.,	Toll Free:	1-800-663-4452
V1T 8Y8	Fax:	558-5243

EXAMPLE: Workers' Compensation Form **File #10.7**

Workers' Compensation - 2011

______________________ ______________________
Church Name Location

The following people have received earnings from our church/parish:

Employee Name	*Gross Earnings 2011*	WCB Premium *(Gross x .0032)*
TOTALS		$

This form is to be used only for employees that are paid direct by the parish. Do not include employees that are paid through the Diocesan Centralized Payroll or those that are included on your own W.C.B. Registration Number.

Please return this form and your cheque in the amount of the total premium payable to the Diocese of Kootenay.

This information must be returned by January 31, 2012.

MISCELLANEOUS

CAR LOANS File #11.1

The "Rollason Car Loan Fund" was established in 1959 to provide interest free loans to stipendiary Clergy for the purchase of a replacement automobile.

A maximum of $3500 is available upon approval of the Diocesan Administration Committee and is repayable through payroll deduction of $100 per month (minimum). The full balance is due and payable upon leaving the employ of the Diocese.

Please refer to the POW Book {File 5.6.9} for further details.

As interest in not physically charged on the loan, the percentage that would have been applicable by Revenue Canada Standards (See File #7.3) must be included on the employees' T4 as a taxable benefit and therefore have CPP, EI and Income Tax paid. The parish is also responsible for payment of the corresponding employer portions of the CPP and EI on this taxable benefit.

CAR PURCHASE FUND File #11.2

The "Car Replacement Fund" was established to assist Clergy with the purchase of new vehicles and so assure that they have safe and reliable transportation. It is a *contributory fund* to which the clergyperson, parish and diocese all make contributions on a monthly basis as determined by the Diocesan Administration Committee. As of March 12, 2011 the plan is optional for current stipendiary clergy and is not available to future clergy.

Please refer to the POW Book {File 5.6.8} for further details.

Presently, monthly contributions are as follows:

Clergyperson	$30.00
Parish	$43.33
Diocese	$26.67

The clergyperson's contribution is deducted from his monthly payroll. The employee pays CPP, EI and Income Tax at the time of contribution to the fund. The parish and diocesan portions become taxable benefits to the clergyperson upon withdrawing from the fund and CPP, EI and Income Tax are payable at that time by the employee. The parish is responsible for payment of the employer portion of CPP and UIC on this taxable benefit.

HONORARIUM AND TRAVEL FOR RELIEF MINISTERS File #11.3

Clergy and licensed lay workers conducting services of worship in the absence of the incumbent shall receive a minimum remuneration at prescribed rates.

For details, see POW Book {File 5.6.13 & 5.6.14}

INSURANCE

GENERAL **File #12.1**

All diocesan owned church buildings, halls, rectories, and their contents are insured under a Diocesan Blanket Insurance Policy that is renewed annually each December 31st.

Each church/parish is responsible for their portion of the total policy cost.

We changed Insurance Companies effective December 31, 2007; our insurance broker is BFL CANADA Insurance Services Inc.

Appraisals

Under the terms of our insurance, current appraisals are requested every 3 years for locations over $2,000,000 in total insured values in order to be insured for Replacement Value. BFL will pay $200 per location towards required appraisals. Without appraisals, the policy will revert to a coinsurance clause for those locations. **Parishes will be notified when appraisals are requested by the insurance company.**

> *Basically, this means if we are not insured to the actual replacement cost of the buildings and contents, we will only receive payment to a maximum of 90% of the loss. It is very important that correct replacement values be maintained for all buildings and contents.*

Appraisals are not relevant for locations that have been approved to be insured for Wreckage Value only. $25,000 Wreckage value is automatically included for all locations at no extra charge unless there are no property values at the location.

For those locations under $2,000,000 in total insured values it is still very important that the values are not understated as this could affect future claims.

Please read your Summary of Coverage carefully and call if you have any questions.

NOTE:

Information revision

BFL CANADA has a toll-free telephone number. Report insurance claims to the Synod Office and you may contact Alexandra Radziwill or Teresa Rooney at BFL CANADA at **1-866-688-9888**. Please continue to forward building and content value revisions to the Synod Office.

SUMMARY OF PROPERTY COVERAGE **File #12.2**

BFL CANADA

SUMMARY OF COVERAGE

December 31st, 2011 to December 31st, 2012

INSURERS

Economical Insurance Group – Property/Commercial General Liability/Directors and Officers Liability/Crime
Boiler Inspection & Insurance Co of Canada - Boiler & Machinery

DESCRIPTION OF COVERAGE, CONDITIONS, EXCLUSIONS

All Risks Property

All Risks Property including Property of every description and loss of rental income. Coverage is not limited to buildings, and includes office contents, computer equipment, and rental income as defined in the policy.

Limit(s):	$ 12,000,000	Property of Every Description any one occurrence, including Flood and Earthquake. Business Interruption – 12 months Indemnity Actual Loss Sustained, there is no dollar limit.
	$ 1,000,000	Extra Expense
Deductible(s):	5%	Earthquake (minimum $50,000)
	$ 10,000	Disappearing Deductible
	$ 5,000	Flood
	$ 2,500	Sewer Back-up
	$ 2,500	All Other Losses

Principal Terms and Conditions

Manuscript property wording including:

- Same site restriction amended for heritage buildings to within the same municipality.
- Debris removal limit of $25,000.
- Appraisals only required for locations over $1,000,000 in total insured values.

Retro agreement:

Based on three year's loss ratio and the third year property premium:

- 15% or lower loss ratio, 10% credit
- 25% or lower loss ratio, 7% credit
- 40% or lower loss ratio, 5% credit

Commercial General Liability

Coverage is provided for the church and churchwardens, employees and volunteers for the legal liability imposed by law for Bodily Injury and/or Property Damage to a third party that arises from the church premises and/or operations.

Limit(s):	$ 5,000,000	Bodily Injury / Property Damage per occurrence
		No General Aggregate
	$ 5,000,000	Personal Injury / Advertising Injury
	$ 5,000,000	Employee Benefits Liability (Claims Made)
	$ 5,000,000	Tenant's Legal Liability
	$ 5,000,000	Non Owned Automobile Liability
	$ 50,000	Legal Liability for Damage to Hired Autos (SEF 94)
	$ 50,000	Medical Payments
	$ 2,000,000	Physical & Sexual Abuse (Claims-made)
	$ 2,000,000	Religious Institutions Counselling Sub-Limit per occurrence
Deductible(s):	$ 500	Bodily Injury / Property Damage / Abuse / Counselling
	$ 5,000	Disappearing Deductible

Crime

Coverage is provided for loss of money, securities and other property through the dishonest acts of employees and/or others.

Limit(s):	$ 25,000	Employee Dishonesty Covers loss of money, securities or other property through the dishonest acts of employees acting alone or in collusion with others.
	$ 25,000	Money & Securities Covers loss of money and securities within your premises, including banking premises and covers loss of money and securities outside the premises or while within the living quarters of the home of any messenger, excluding mysterious disappearance.
	$ 25,000	Depositors Forgery Covers loss as a result of forgery or alteration of a cheque by an individual, other than an employee.
	$ 25,000	Counterfeit Paper Currency & Money Orders
Deductible(s):	$ 500	Per Claim

Non-Profit Directors & Officers Liability

Coverage is provided for the churchwardens, directors, officers, employees and volunteers of the church against the liability arising out of a wrongful act as defined by the policy and reported during the policy period and coverage is provided to the church for all costs, charges, expenses and loss for a wrongful act committed or alleged to have been committed by any director or officer.

Limit(s):	$ 2,000,000	Each Loss and In the Aggregate (Claims-Made)
Deductible(s):	$ 500	Reimbursement

Comprehensive Boiler & Machinery Coverage

Coverage is provided for objects such as pressure vessels, boilers, compressors, air conditioning units, refrigeration equipment, motors, switchgear and transformers, against sudden and accidental breakdown:

Limit of Liability:	$ 12,000,000	Property Damage - including loss of rental income and extra expense, as a result of an accident to the insured property
	$ 100,000	Business Interruption – Actual Loss Sustained, Limit is per Location - 24 hour waiting period
	$ 1,000,000	Extra Expense - 24 hour waiting period
	$ 100,000	Contingent Business Interruption - 24 hour waiting period
	$ 25,000	Spoilage (80% Coinsurance)
	$ 1,000,000	Automatic Coverage – 365 days reporting period
	$ 1,000,000	Demolition & Increased Cost of Construction (By Laws)
	$ 100,000	Errors & Omissions
	$ 100,000	Hazardous Substances
	$ 100,000	Water Damage – Hot and Cold Water Piping
	$ 100,000	Ammonia Contamination
	$ 100,000	Professional Fees
	$ 25,000	Data – Gathering and reproducing the data
	Included	Service Interruption – 1000 meters
	2 weeks	Denial of Access
	Included	Joint & Disputed Loss Agreements, In Use / Connected Ready for Use Amendment, Mortgagee Interest, Direct Buried Electric Cables
Deductible:	$ 2,500	All Losses except
	$ 1,000	Spoilage

This is a summary of coverage only issued as confirmation of insurance coverages and the information contained in this document does not modify or amend the terms and/or conditions of the Policy. In the event of a loss, all terms and conditions of the Policy wording will apply and supersedes any information contained herein.

SUMMARY OF PROPERTY COVERAGE **File #12.2**

Non-Profit Directors & Officers Liability

Coverage is provided for the churchwardens, directors, officers, employees and volunteers of the church against the liability arising out of a wrongful act as defined by the policy and reported during the policy period and coverage is provided to the church for all costs, charges, expenses and loss for a wrongful act committed or alleged to have been committed by any director or officer.

Limit(s):	$ 2,000,000	Each Loss and In the Aggregate (Claims-Made)
Deductible(s):	$ 500	Reimbursement

Comprehensive Boiler & Machinery Coverage

Coverage is provided for objects such as pressure vessels, boilers, compressors, air conditioning units, refrigeration equipment, motors, switchgear and transformers, against sudden and accidental breakdown:

Limit of Liability:	$ 8,085,931	Property Damage - including loss of rental income and extra expense, as a result of an accident to the insured property
		Business Interruption – Actual Loss Sustained, Limit is per Location - 24 hour waiting period
	$ 1,000,000	Extra Expense - 24 hour waiting period
	$ 100,000	Contingent Business Interruption - 24 hour waiting period
	$ 25,000	Spoilage
	$ 1,000,000	Automatic Coverage – 365 days reporting period
	$ 1,000,000	Demolition & Increased Cost of Construction (By Laws)
	$ 100,000	Errors & Omissions
	$ 100,000	Hazardous Substances
	$ 100,000	Water Damage – Hot and Cold Water Piping
	$ 100,000	Ammonia Contamination
	$ 100,000	Professional Fees
	$ 25,000	Data – Gathering and reproducing the data
	Included	Service Interruption – 1000 meters
	2 weeks	Denial of Access
	Included	Joint & Disputed Loss Agreements, In Use / Connected Ready for Use Amendment, Mortgagee Interest, Direct Buried Electric Cables
Deductible:	$ 2,500	All Losses except
	$ 1,000	Spoilage

This is a summary of coverage only issued as confirmation of insurance coverages and the information contained in this document does not modify or amend the terms and/or conditions of the Policy. In the event of a loss, all terms and conditions of the Policy wording will apply and supersedes any information contained herein.

SUMMARY OF PROPERTY COVERAGE **File #12.2**

SCHEDULE OF LOSS PAYABLES

Location #12, Sorrento Centre:	
1st Mortgage:	1-Salmon Arm Savings & Credit Union Box 868, Salmon Arm, B.C. V1E 4N9
A.T.I.M.A	2-Sorrento Centre Anglican Church of Canada General Delivery, Sorrento, B.C. V0E 2W0
Location #13, All Saints Church,	Dwelling at 3202 - 26 St., Vernon:
1st mortgagee:	Vernon & District Credit Union 3108 - 33 Avenue, Vernon, BC V1T 2N7
Location #14, All Saints Church,	3205 - 27 St., Vernon:
1st mortgagee:	Canadian Imperial Bank of Commerce 3201 - 30 Avenue, Vernon, B.C. V1T 2C6
Location #20, Diocesan Synod Office,	#201 – 380 Leathead Rd., Kelowna
A.T.I.M.A	Pitney Bowes Global Credit Services PO Box 278 Orangeville, ON L9W 2Z7 with respect to Postage Machine leased under acct #528941
Location #29, St. Saviour's Pro-Cathedral	Nelson 723 Ward St, Nelson, BC V1L 1TE
A.T.I.M.A.	1-MCAP Leasing Inc 595 Bay St, PO Box 99, Toronto ON M5G 2C2 with respect to equipment leased under acct #335248-198013 2-Generic certificate for the piano on loan from Bruce Cottrell
Location #34, Holy Trinity Church,	Grand Forks
A.T.I.M.A.:	Citicorp Vendor Finance Ltd. 1300 - 510 Burrard St., Vancouver, BC V6C 3J2
Location #37, St Savour's,	Penticton 150 Orchard Ave, Penticton, BC
A.T.I.M.A.:	1-MCAP Leasing 5575 North Service Rd Ste 300 Burlington, ON L7L 6M1 with respect to equipment leased under acct #147620 107214 2-Roynat Lease Finance Insurance Tracking Centre PO Box 4083, Stn A, Toronto ON V5W 1H7 With respect to Ricoh Aficio MPC 2500 Photocopier under Contract #179408
Location #39, St. Mark's Church,	Kaslo:
A.T.I.M.A.:	Ikon Office Solutions #227 - 1891 Springfield Road, Kelowna, B.C. V1Y 5V5 but only with respect to leased equipment

Location #45, Christ Church,	Cranbrook
1st mortgage:	East Kootenay Community Credit Union 920 Baker Street, Cranbrook, B.C. V1C 1A5
	with respect to equipment leased under acct #2815210

VOLUNTEER ACCIDENT INSURANCE – *Separate Policy*

INSURER: AXA Canada **BROKER**: Whillis-Harding Insurance, Kelowna, BC

Effective June 1, 2011 - Policy Term: June 1 – May 31

Class I – overage for persons under age 75

ACCIDENTAL DEATH & DISMEMBERMENT Principal Sum:	$100,000
WEEKLY INDEMNITY - if gainfully employed full time: 52 week indemnity period	$350
HOME-MAKER WEEKLY Indemnity - if not gainfully employed:	$100
ACCIDENT REIMBURSEMENT EXPENSES	$5000
DENTAL INJURY	$1000

Premium: $24.00 per Congregation

Note: Class I is a blanket policy based on 1235 persons within the Diocese of Kootenay

Class II – coverage for persons aged 75 and older

ACCIDENTAL DEATH & DISMEMBERMENT Principal Sum:	$25,000
ACCIDENT REIMBURSEMENT EXPENSES	$5000
DENTAL INJURY	$1000

Premium: $1.35 per Person

Note:

- Only congregations that submit numbers will have coverage for their volunteers aged 75 and older. It is no longer necessary to submit names and birthdates.
- Class II lists must be updated annually and should reflect persons that volunteer on a regular and ongoing basis. The lists will be retained at the church.

VOLUNTEER ACCIDENT INSURANCE – *Separate Policy* **File #12.3**

Church Name & Location: ______________________________

Volunteer Insurance list for June 1, 2011 – May 31, 2012

Number of persons: __________ Class I – persons under age 75

Number of persons: __________ Class II – persons aged 75 and older as of June 1, 2011

Completed by: ______________________________

Return form to:
1876 Richter Street, Kelowna, BC V1Y 2M9
Accounting e-mail: bbailey@telus.net
Fax: (250) 762-4150

Return this information by June 27, 2011

Class II list to be retained at the church

#	Person's Name	#	Person's Name
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	