



9.3 E1 ANNUAL FINANCIAL REPORT – CONFERENCES AND COUNCILS
with LESS than \$100 000 of Revenues
for the Fiscal Year, January 1 to December 31, 2016

To access the guide when using Acrobat Reader, simply point your arrow on the line number/description.

Name of reporting Conference/Council: _____

Name of reporting Conference/Council President: _____

Address: _____

Email: _____

Did the Conference/Council issue tax receipts? [4490] Yes No

Does the reporting Conference/Council have its own charitable number? Yes No

If "yes", enter charity number : _____ RR _____

REVENUES (see guide for explanations)

The numbers in the brackets on the right side of the line match the numbers in the T3010 CRA forms.

LINE	DESCRIPTION	AMOUNT	CONSOLIDATED (For Councils only)
1A	Donations and Bequest (with receipt) [4500]		
1B	Donations and Bequest (without receipt) [4530]		
2	Funding from Councils or Conferences [4510]		
3	Funding from other Registered Charities [4510]		
4	Poor Box Collection [4530]		
5	Secret Bag Collections [4530]		
6	Bank Interest and Investment Income [4650]		
7	Fundraising (without receipt) [4630]		
8	Government Grants [4570]		
9	Special Works Revenue [4650]		
10A	Value of non-cash donations (food, clothing, furniture) [4650]		
10B	Rental of land and buildings [4650]		
10C	Other revenue not included above, please specify: [4650]		
11	TOTAL REVENUES		

EXPENSES (see guide for explanations)

12	Advertising and Fundraising Expenses [4920]		
13	Travel and Vehicle Expenses [4810]		
14	Professional and consultant fees [4860]		
15	Office Supplies and Administrative Expenses [4920]		
16	Member Education and Training Expenses [4920]		
17	Bank Charges and Interest [4920]		
18	Special Works Expenditures [4920]		
19	Twining Contributions [4920]		
20	Contributions passed up to Councils [5050]		
21	Assistance to Conferences (Councils Only) [5050]		
22A	Value of non-cash donations (food, clothing, furniture) [4920 and 5000]		
22B	Employee Payroll [4920]		
22C	Other expenses not included above, please specify: [4950]		
23	TOTAL EXPENSES		
24	NET INCOME (LOSS) FOR YEAR (Line 11 - Line 23)		



ANNUAL FINANCIAL REPORT
Statement of Assets and Liabilities
for the Fiscal Year, Jan. 1 to Dec 31, 2016

Name of reporting Conference/Council _____

ASSETS (see guide for explanations)

LINE	DESCRIPTION	AMOUNT	CONSOLIDATED (For Councils only)
25	Cash on hand and in bank accounts		
26	Accounts Receivable		
27	Inventories		
28A	Property and Equipment		
28B	Long-term Investment		
29	Other Assets, Please specify:		
30	TOTAL ASSETS	[4200]	

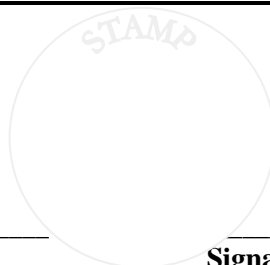
LIABILITIES (see guide for explanations)

31A	Accounts payable and accrued liabilities		
31B	Deferred Products		
32	Other liabilities, Please specify:		
33	TOTAL LIABILITIES	[4350]	

FUNDS BALANCE (see guide for explanations)

34	Funds at beginning of the year		
35	Net income (loss) for year (LINE 24)		
36	Funds at end of the year		
37	TOTAL LIABILITIES & SURPLUS (33 + 36)		

Approved on behalf of the members:



Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

Reports can be sent electronically by email. However, a signed paper copy must still be provided to the next higher Council. (All forms are available on our website: www.ssvp.ca/Forms)

Conferences: Please forward your Report, Sections A-B, and Section E (Financial Report) to the next higher Council.

Particular, Central and Regional Councils: Please forward your report, Sections A-B, C-D and E (Financial Report) to the next higher Council.