



9.4 E1/E2

ANNUAL REPORT GUIDE -SECTION E1 and E2 - FOR CONFERENCES AND COUNCILS 2016

E1 Form: For Conferences/Councils with LESS than \$100 000 of revenues. The numbers in the brackets on the right side of the lines match the numbers in the T3010 CRA form.

E2 Form: For Conferences/Councils with MORE than \$100 000 of revenues. The numbers in the brackets on the right side of the lines match the numbers in the T3010 (Schedule 6) CRA form.

On the top of the page, please enter the information requested and answer the questions concerning tax receipts and charitable numbers.

The tables in the Financial Report are formatted into four columns. The first two columns are the line numbers and the description of these lines. **The third column is titled “Amount”, conferences and councils enter the value received or expended** by their conference or council. **The fourth column, “Consolidated” is to be completed by councils only.** Councils record the total value on the line that was received or expended by all reporting conferences and councils and includes the amounts recorded in column three for their council.

Council treasurers will complete the annual financial report for their council, recording not only the revenue, expenses, assets and liabilities made to or by their council, but also the total revenues, expenses, assets and liabilities relating to all conferences and councils that form part of their council.

The forms (9.3 E1 and E2) can be completed and saved with Acrobat Reader directly from a computer.

REVENUES

LINE	DESCRIPTION
1A	<u>Donations and Bequests (with receipt).</u> Record the amount of all donations and bequests for which you provided a tax receipt.
1B	<u>Donations and Bequests (without receipt).</u> Record the amount of all donations and bequests for which you did not provide a tax receipt. Do not include funds received from sister conferences or councils.
2	<u>Funding from Councils or Conferences.</u> Record the amount of all funds, including twining funds, received from sister conferences and councils.
3	<u>Funding from other Registered Charities.</u> Record the amount of funds received from other registered charities such as the Knights of Columbus or C.W.L..
4	<u>Poor Box Collection.</u> Record the amount of funds received from Poor Box collections.
5	<u>Secret Bag Collections.</u> Record the amount of funds received from the Secret bag collections.
6	<u>Bank Interest and Investment Income.</u> Record the amount of income received from bank Interest and investments including: interest earned on Term Deposits; Guaranteed Investment Certificates; dividends received from company shares; and any funds received from trust funds.
7	<u>Fundraising.</u> Record all funds generated by fundraising activities.
8	<u>Government Grants.</u> Record all government grants received, including funds for operating Special Works Activities (stores, soup kitchens, food banks, shelters, drop-in centres, low-cost housing units, summer camps and other activities).
9	<u>Special Works Revenue.</u> Record all Special Work Activity revenue received, except for government grants. The activities include stores, soup kitchens, food banks, shelters, drop-in centres, low-cost housing units, summer camps and other activities.
10A	<u>Value of non-cash donations (food, clothing, furniture).</u> Record the approximate value of all non-cash donations received. More detailed guidelines will be available for the 2016 Fiscal Year.
10B	<u>Rental of land and buildings.</u> Record income received or earned from renting its land and buildings (parking, rents).
10C	<u>Other revenue not included in the amounts above.</u> Enter Christmas related revenues and all other revenue on this line. Please enter a brief description of the type of revenue.
11	<u>Total Revenues.</u> Add lines 1 to 10 and enter the sum on this line.



EXPENSES

LINE	DESCRIPTION
12	<u>Advertising and Fund Raising Expenses.</u> Record all expenses relating to advertising and fund-raising activities.
13	<u>Travel and Vehicle Expenses.</u> Record all travel expenses relating to your conference or council's activities and all expenses incurred by operating a vehicle for the conference or council (purchase price fuel and maintenance costs). Do not include travel expenses associated with member education and training.
14	<u>Professional and consultant fees.</u> Record all expenses relating professional and consultant fees.
15	<u>Office Supplies and Administrative Expenses.</u> Include the purchase of all office supplies, equipment, telecommunication expenses and rental expenses incurred.
16	<u>Member Education and Training Expenses.</u> Include all expenses incurred for member training and education, including travel expenses.
17	<u>Bank Charges and Interest.</u> Include monthly service charges and any charges for printing of cheques or other financial documents used by the council.
18	<u>Special Works Expenditures.</u> Record all expenses incurred in operating Special work activities (stores, soup kitchens, food banks, shelters, drop-in centres, low-cost housing units, summer camps and other activities).
19	<u>Twinning Contributions.</u> Record the funds provided to twinned conferences and councils, whether they are foreign or Canadian.
20	<u>Contributions passed up to Councils.</u> Record all funds contributed to Particular, Central, Regional and National Councils.
21	<u>Assistance to Conferences (Councils Only).</u> Record all funds used to assist conferences. Conferences do not record anything on this line.
22A	<u>Value of non-cash donations (food, clothing, furniture).</u> Record the approximate value of all non-cash donations used to assist people. More detailed guidelines will be available for the 2016 Fiscal Year.
22B	<u>Employee Payroll.</u> Record the total amount paid or incurred for all compensation to employees.
22C	<u>Other expenses not included above.</u> Enter Christmas related expenses and all other expenses on this line. Please enter a brief description of the type of expense.
23	<u>Total Expenses.</u> Add lines 12 to 22 and enter the sum on this line.
24	<u>Net Income (Loss) For Year.</u> Subtract line 23 from line 11 and enter the difference on this line.



ANNUAL STATEMENT OF ASSETS AND LIABILITIES

At the top of the page, enter the insert the reporting year's digits.
Enter the name of your conference or council.

ASSETS

LINE	DESCRIPTION
25	<u>Cash on hand and in bank accounts.</u> Record the total amount of cash on hand and in bank accounts held by the conferences or councils.
26	<u>Accounts Receivable.</u> Record the sum of all monies owed the conference or council as of December 31 of the reporting year.
27	<u>Inventories.</u> Record the value of inventories. E.g.: items such as gift cards already purchased but not issued.
28A	<u>Property and Equipment.</u> Record the cost or fair market value of all capital assets. These can include equipment, vehicles, computers, and furniture.
28B	<u>Long-term Investment.</u> Record the value of all long-term investments. Include the value of all investments that will mature in more than one year.
29	<u>Other Assets.</u> Record the value of any assets that do not fall under any of the previous categories. Please enter a brief description of the type of assets.
30	<u>TOTAL ASSETS.</u> Add lines 25 to 29 and enter the sum on this line.

LIABILITIES

31A	<u>Accounts payable and accrued liabilities.</u> Record the total amount of funds owed to other organizations or people as of December 31, of the reporting year (invoices received but not paid by year end).
31B	<u>Deferred Products.</u> Record the total of amounts received to pay for goods or services not yet supplied.
32	<u>Other liabilities.</u> Record any other liabilities. Please enter a brief description of the type of liabilities.
33	<u>TOTAL LIABILITIES.</u> Add lines 31 and 32 and enter the sum on this line.

FUNDS BALANCE

34	<u>Funds at beginning of the year.</u> Enter the amount of funds held as of January 1 of the reporting year. (E.g.: Chequing and savings accounts, cash on hand).
35	<u>Net income (loss) for year.</u> Enter amount recorded on line 24.
36	<u>Funds at end of the year.</u> Add line 34 and line 35 and enter the sum on this line.
37	<u>TOTAL LIABILITIES & SURPLUS.</u> Add line 33 and line 36 and enter the sum on this line.

SIGNATURE BLOCKS

The President and the treasurer sign and date the completed report.

Reports can be sent electronically by email. However, a signed paper copy must still be provided to the next higher Council.

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

(All forms are available on our website: www.ssvp.ca/Forms)

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