

# Annual Reporting

## 1. Access online Annual Reports

- A. Click on **Annual Reports** in the navigation panel on the left side of the screen. The menu will slide open and a selection for Reporting Cycle will appear.
- B. Click on **Annual Reporting Cycle**.



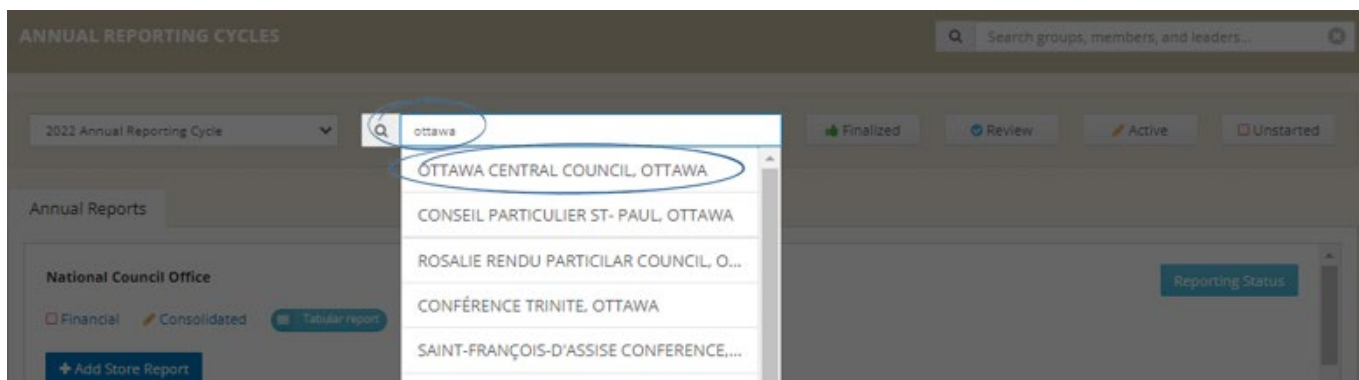
## 2. Select Reporting Cycle

Click on the reporting cycle drop down box to display the reporting cycle you want to view or edit.



## 3. Find a conference or council

Enter a key word of the conference or council name, choices will appear, click on the correct name.





## 4. Enter data in the Reports

To open the report click on either the **Financial** or **Statistics** link under the conference or council name.




## Financial Report Lines

Click on the  for additional line information.

2001	 Donations and bequests (with receipt) [CRA:4500 / QC:12]	\$ 0
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- **2001** is the reference line number for the SSVP – National Council
- **CRA:4500** can be used to complete the Canada Revenue Agency form T3010. All reference to Schedule 6 is for form T3010.
- **QC:12** is for conferences and councils in Quebec only, the numbers can be used to complete the Revenu Québec form TP.985.


Once data entry is complete, ensure that lines 2049 Total Liabilities and 2036 Total Assets match.

Assets, Liabilities and Fund Balances		
2049	 Total Liabilities + Total Fund Balances (Add lines 2042 and 2048) Line 2049 and line 2036 should be the same amount	\$ 0
2036	Total Assets	\$ 0

## 5. Save the Report

Before closing the report, save the report by choosing either. **Save for later** or **Save for review**.

**Save for later:** Save the entered information and the icon  will indicate that the report can be edited until it is finalized.

**Save for review:** Save all of the entered information and the icon  will indicate that the report is completed and is ready to be reviewed by the next higher council. The report will be locked, it will not be possible to make any changes. The next higher council can unlock the report.