

**Diocese of Brandon
Notice of Election/Appointment of Officers for 2018**

Congregation/Parish: _____

City/Town: _____

Incumbent: _____

Please complete and return this form to the Synod Office by February 28, 2018.

Incumbent's Warden:

Name: _____

Mailing Address: _____

Telephone (Office): _____ (Home): _____

Fax (if available): _____ E-Mail: _____

People's Warden:

Name: _____

Mailing Address: _____

Telephone (Office): _____ (Home): _____

Fax (if available): _____ E-Mail: _____

Treasurer:

Name: _____

Mailing Address: _____

Telephone (Office): _____ (Home) _____

Fax (if available): _____ E-Mail: _____

Secretary:

Name: _____

Mailing Address: _____

Telephone (Office): _____ (Home): _____

Fax (if available): _____ E-Mail: _____

Parish Council Chairperson (if applicable):

Name: _____

Mailing Address: _____

Telephone (Office): _____ (Home): _____

Fax (if available): _____ E-Mail: _____

Parish Council Treasurer (if applicable):

Name: _____

Mailing Address: _____

Telephone (Office): _____ (Home): _____

Fax (if available): _____ E-Mail: _____

Diocese of Brandon Annual Return SUMMARY – 2017 – Financial Information & T3010

Congregation/Parish: _____

City/Town: _____

Incumbent: _____

Please complete and return this form to the Synod Office by February 28, 2017.

This version automatically totals the T3010 return for you. You can save the filled form.

A. CONGREGATION INCOME (Note: Do *not* include matured investments)

1. For FAIR SHARE:

- | | | |
|--|------|-------|
| a) Envelope offering: including special services | 4500 | _____ |
| b) Undesignated donations (receipted) | 4500 | _____ |
| c) Open offering (not receipted) | 4530 | _____ |
| d) Donations from organizations (ACW, men's, etc.) | 4650 | _____ |
| e) Undesignated fundraising & Misc. Income | 4630 | _____ |
| f) Rentals of Parish Buildings | 4650 | _____ |

Enter your figures in the blue fields.

SUBTOTAL SUBJECT TO FAIR SHARE: _____

- | | | |
|---|------|-------|
| 2. Interest on Parish Investments, Endowments, GST rebates | 4650 | _____ |
| 3. Diocesan or Anglican Foundation Grant (rec'd from other charities) | 4510 | _____ |
| 4. Designated Donations & Fundraising (receipted) | 4500 | _____ |
| 5. Special Appeals Receipted - Flow Through (PWRDF, etc.) | 4500 | _____ |
| 6. Other No Receipt: Special Appeals & Other Income & Flow Through. | 4530 | _____ |

(A) TOTAL INCOME: _____

*

* The addition is automatically done for you and transferred to page 3 T3010 summary.

The yellow highlighted numbers are referenced to the T3010 Charity Return form lines.

B. EXPENDITURES

Clergy Expense:

- 6. Salaries, benefits, housing & utilities, + travel if included on payroll _____
- 7. Multi-Point parish contribution to Parish Council _____
- 8. Other: _____

SUBTOTAL Clergy Expenses: 4920, 5000 & 390 _____

General Operating:

- 9. Loan Repayment (including interest) 4920 _____
- 10. Fair Share 5050 _____
- 11. Special Appeal Gifts to other charities (PWRDF, Samaritan House, etc.) 5050 _____
- 12. Gifts to clergy / clergy honorariums 4920 _____
- 13. Fire and liability insurance 4920 _____
- 14. Property taxes 4920 _____
- 15. Utilities 4920 _____
- 16. Supplies 4920 _____
- 17. Caretaker, Grounds 4920 _____
- 18. Miscellaneous 4920 _____
- 19. Repairs (general maintenance) 4920 _____
- 20. Capital Repairs (major construction to building) 4920 _____
- 21. Organist honorariums 4920 _____
- 22. Vestry or council expenses: secretarial, admin., council travel, etc. 4920 & 5010 _____
- 23. Professional expenses (accountant, audit, lawyer) 4860 & 5010 _____
- 24. Travel ****ONLY if ACTUAL mileage paid directly to Incumbent** 4810 _____
- 25. Other (specify) _____ 4920 _____
- 26. Other (specify) _____ 4920 _____

(B) TOTAL EXPENSES: _____

SURPLUS/DEFICIT (A MINUS B): _____ *****

*** The addition and subtraction is automatically done for you and transferred to page 3, T3010 summary.**

T3010 SUMMARY

T3010	
Section D: Income is under \$100,000. If over, complete Schedule 6	
Income	Total
4500: Received Income	
4510: Received from Other Charities	
4530: Non-receipted Income	
4630: Undesignated Fundraising	
4650: Other revenue	
Expense	Total
4860: Professional / Consulting Fees	
4810: Travel & Vehicle *	
4920: Expenses not included in above	
4950: Total expenses	
5000: Amount on Charitable Activities	
5010: Management and Admin Expenses	
5050: Gifts to Qualified Donee's (Fairshare, PWRDF, etc.)	
Schedule 3: Compensation	
390: Total compensation	

All of these totals have pulled over from the previous pages. Simply write them in on the matching numbered lines of the T3010.

See the green numbers on the T3010

4650: GST rebate is included here. Do not put GST on line 4570 Revenue from gov't.

4860 is included in 5010.

4810 is included in 5000.

4920: These amounts are also included in 5000.

*4810: ONLY IF NOT INCLUDED ON T4. Use this ONLY if you pay actual mileage to Incumbent directly.

5000: Your incumbents salary and benefits are included on this line, not line 5010. 5010 is costs of meetings, secretary salaries, auditor fees and other administrative expense.

5050: Fairshare, PWRDF, etc. is not included on 4950. You must fill in form T1236. The Diocese' B/N is 10806139RR0001. PWRDF is 866434640RR0001

C-1. Financial Assets: Please list all bank balances and Financial Assets as of Dec. 31st
 Include accounts receivable and amounts invested in the Diocesan Investments.

Chequing	_____	4100	_____
Savings	_____	4100	_____
GIC etc., Capital Available	_____	4100	_____
GIC etc., Capital Restricted	_____	4100	_____
GST Rebate Receivable	_____	4120	_____
Other Accounts Receivable	_____	4100	_____
Other Assets	_____	4100	_____
		TOTAL:	_____

C-2. Liabilities: Please list all loans (including loans from the Diocese) and other liabilities
 (e.g. accounts payable) and indicate purpose (capital or operating) with balance owing
 as of December 31st:

_____	(Capital/Operating)	_____
_____	(Capital/Operating)	_____
_____	(Capital/Operating)	_____
_____	(Capital/Operating)	_____
	TOTAL: (Line 4350)	_____

D. BUILDING INSURANCE	4155 Estimated Replacement Value	Insured Value	Outstanding Indebtedness
1. Building #1 (e.g. church)			
2. Building #2 (e.g. hall)			
3. Building #3 (e.g. rectory)			
4. Furniture & Fixtures (contents)			

GENERAL LIABILITY COVERAGE IS WITH:
(AON Diocesan Policy or Parish Policy)

PROPERTY (FIRE) INSURANCE COVERAGE IS WITH:

LAST CHARITY RETURN WAS FILED BY:

For Fiscal Year Ended:

Parish Charity Number is:

Sample pages of the T3010.

Protected B when completed

- C11** Did the charity receive any gifts in kind (non-cash gifts) for which it issued tax receipts? **4000** Yes No
If **yes**, you must complete Schedule 5, Gifts in kind.
- C12** Did the charity acquire a non-qualifying security? **5800** Yes No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** Yes No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** Yes No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? **5830** Yes No

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

Skip this section if any of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

D1 Was the financial information reported below prepared on an accrual or cash basis? **4020** Accrual Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings? **4050** Yes No

Total assets (including land and buildings) **4200** \$ _____

Total liabilities **4350** \$ _____

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** Yes No

D3 Revenue:

Did the charity issue tax receipts for gifts? **4490** Yes No

If **yes**, enter the total eligible amount of all gifts for which the charity issued tax receipts **4500** \$ _____

Total amount of 10 year gifts received **4505** \$ _____

Total amount received from other registered charities **4510** \$ _____

Total other gifts received for which a tax receipt was **not** issued by the charity (excluding amounts at lines 4575 and 4630) **4530** \$ _____

Did the charity receive any revenue from any level of government in Canada? **4565** Yes No **GST does not go here**

If **yes**, total amount received **4570** \$ _____

Total tax-receipted revenue from all sources outside of Canada (government and non-government) **4571** \$ _____

Total **non** tax-receipted revenue from all sources outside of Canada (government and non-government) **4575** \$ _____

Total **non** tax-receipted revenue from fundraising **4630** \$ _____

Total revenue from sale of goods and services (except to any level of government in Canada) **4640** \$ _____

Other revenue not already included in the amounts above **4650** \$ _____

Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650) **4700** \$ _____

D4 Expenditures:

Professional and consulting fees **4860** \$ _____

Travel and vehicle expenses **4810** \$ _____

All other expenditures not already included in the amounts above (excluding gifts to qualified donees) **4920** \$ _____

Total expenditures (excluding gifts to qualified donees) (**add lines 4860, 4810, and 4920**) **4950** \$ _____

Of the amount at line 4950:

(a) Total expenditures on charitable activities **5000** \$ _____

(b) Total expenditures on management and administration **5010** \$ _____

Total amount of gifts made to all qualified donees **5050** \$ _____

Total expenditures (add lines 4950 and 5050) **5100** \$ _____

Compensation

Schedule 3

- 1 (a) Enter the number of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. Do not enter a dollar amount. 300
- (b) For the ten (10) highest compensated, permanent, full-time positions enter the number of positions that are within each of the following annual compensation categories. Do not tick the boxes, use numbers.
- | | | |
|--|--|--|
| 305 <input type="checkbox"/> \$1 – \$39,999 | 310 <input type="checkbox"/> \$40,000 – \$79,999 | 315 <input type="checkbox"/> \$80,000 – \$119,999 |
| 320 <input type="checkbox"/> \$120,000 – \$159,999 | 325 <input type="checkbox"/> \$160,000 – \$199,999 | 330 <input type="checkbox"/> \$200,000 – \$249,999 |
| 335 <input type="checkbox"/> \$250,000 – \$299,999 | 340 <input type="checkbox"/> \$300,000 – \$349,999 | 345 <input type="checkbox"/> \$350,000 and over |
- 2 (a) Enter the number of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. 370
- (b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. 380 \$
- 3 Total expenditure on all compensation in the fiscal period. 390 \$

Confidential data

Schedule 4

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was not resident in Canada and was not any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the chart below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Value (CAN \$)	Organization	Government	Individual
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gifts in kind

Schedule 5

- 1 Select all types of gifts in kind received for which a tax receipt was issued:
- | | | |
|--|---|--|
| 500 <input type="checkbox"/> Artwork/wine/jewellery | 525 <input type="checkbox"/> Ecological properties | 550 <input type="checkbox"/> Publicly traded securities/commodities/mutual funds |
| 505 <input type="checkbox"/> Building materials | 530 <input type="checkbox"/> Life insurance policies | 555 <input type="checkbox"/> Books |
| 510 <input type="checkbox"/> Clothing/furniture/food | 535 <input type="checkbox"/> Medical equipment/supplies | 560 <input type="checkbox"/> Other |
| 515 <input type="checkbox"/> Vehicles | 540 <input type="checkbox"/> Privately-held securities | 565 <input type="checkbox"/> Specify: _____ |
| 520 <input type="checkbox"/> Cultural properties | 545 <input type="checkbox"/> Machinery/equipment/computers/software | |
- 2 Enter the total amount of tax-receipted gifts in kind. 580 \$

Fill out this schedule if any of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Most parishes will not fill this section out.

Was the financial information reported below prepared on an accrual or cash basis? 4020 Accrual Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:		Liabilities:	
Cash, bank accounts, and short-term investments	4100 \$	Accounts payable and accrued liabilities	4300 \$
Amounts receivable from non-arm's length persons	4110 \$	Deferred revenue	4310 \$
Amounts receivable from all others	4120 \$	Amounts owing to non-arm's length persons	4320 \$
Investments in non-arm's length persons	4130 \$	Other liabilities	4330 \$
Long-term investments	4140 \$	Total liabilities (add lines 4300 to 4330).....	4350 \$
Inventories	4150 \$		
Land and buildings in Canada	4155 \$		
Other capital assets in Canada	4160 \$		
Capital assets outside Canada	4165 \$		
Accumulated amortization of capital assets	4166 \$		
Other assets	4170 \$		
10 year gifts	4180 \$		
Total assets (add lines 4100 to 4170)	4200 \$	Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250 \$

Statement of operations

Revenue:	
Total eligible amount of all gifts for which the charity issued tax receipts	4500 \$
Total eligible amount of tax-receipted tuition fees	5610 \$
Total amount of 10 year gifts received	4505 \$
Total amount received from other registered charities	4510 \$
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530 \$
Total revenue received from federal government	4540 \$
Total revenue received from provincial/territorial governments	4550 \$
Total revenue received from municipal/regional governments	4560 \$
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571 \$
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575 \$
Total interest and investment income received or earned	4580 \$
Gross proceeds from disposition of assets	4590 \$
Net proceeds from disposition of assets (show a negative amount with brackets)	4600 \$
Gross income received from rental of land and/or buildings	4610 \$
Total non tax-receipted revenues received for memberships, dues and association fees	4620 \$
Total non tax-receipted revenue from fundraising	4630 \$
Total revenue from sale of goods and services (except to any level of government in Canada)	4640 \$
Other revenue not already included in the amounts above	4650 \$
Specify type(s) of revenue included in the amount reported at 4650	4655
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700 \$