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Synod Fair Share

Over the past few years we've modified the Annual Report for it to be more efficient. The full page is split up by sections for you to report your various sources of income.

We've taken away the addition and subtractions that were previously being done. Therefore page 5 is a reporting of your total income. Not all of it is assessable, however we want to see all of your income.

That means, if you had a fundraiser, the income for that will go on line 302 and not line 301

If you received donations that were ear-marked for PWRDF, those go on line 331 – not line 301 (even though you issued a tax receipt for that donation)

If you received a bequest and used that bequest to pay operating expenses; that goes on line 304.

If you received a bequest and invested that income in Pooled Funds or used it to pay for a new roof – that goes under line 351

If you used investment income from your investment to pay for your operating expenses; that goes on line 307; however, if it was used for a roof repair, line 356

You also need to report the income from your parish organizations (ACW, Guild etc) – should those committees be transferring money to the operating fund, please add a note.

Most Common mistakes:

Entering the GST-QST reimbursement as income; it's not income – please do not include it.

You are a parish that receives a grant for stipend assistance, this has to be included in line 305 and not subtracted from the stipend line (401). (this amount is listed on your stipend bill each month)

If you've done capital repairs – normally your section Capital Revenue and Capital expenditures would be equal; should they not be, please contact me. It's a possibility that your project takes two fiscal years, if it does, we need to speak about it as there are adjustments that we can make so that your assessment isn't calculated incorrectly.

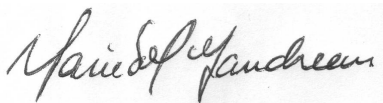
There should be no income listed in the first top half of the sheet that pertains to your investments or capital repairs.

Remember to send us a copy of your financial statements with your annual report. Also remember to fill out page 5 and 6 of the annual report, as you know what income you've received that may have a special designation (ie: PWRDF) and I wouldn't know that if I have to do the report.

Remember to send in your T3010 and the provincial equivalent if you have a charitable number

Should you have any questions, please do not hesitate to contact me;

Yours truly,



Marie-Sol Gaudreau