



9.4 GUIDE FOR SUBMITTING OF ANNUAL FINANCIAL REPORTS

Explanation of “Revenue” and “Expenditures” items for the headings used in the forms that are required to be filled out by each SSVP Conference. Lines with reference numbers are for the CRA Charities Reporting form for those entities having a Business Number.

Line 4490: Tax Receipts – enter information
Charitable Number – enter information

REVENUE

Line (A): Donations(tax receipted):- This is the total of the donations for which tax receipts were issued and this amount is to be entered at line “(A)”
Line (B): Bequests (tax receipted):- This is the total of any bequests for which tax receipts were issued and this amount is to be entered at line “(B)”
Line 4500: The total of Lines (A + B) is to be entered here.
Line (C): The total amount of money passed down by your Particular Council is to be entered
Line (D): The total amount received from other registered charities such as the Knights of Columbus, C.W.L., or likewise is to be entered
Line 4510: The total of Lines (C + D) is to be entered here
Line (E): The total collections from your “Poor Box” is to be entered here
Line (F): Amounts obtained from Secret Collections to be entered here
Line 4530: The total of Lines (E + F) to be entered here
Line 4570: Any government grants received
Line 4580: Bank Interest credited to your account
Line 4650: Other non tax-receipted revenues or donations (do not include E and F) For example: Christmas Drive, Thanksgiving, other fundraising (please specify).
Line 4700: The total of Lines 4500+4510+ 4530+4570+4580+4650

EXPENDITURES

Line 4800: Any expenditures related to fund-raising activities
Line 4810: Any Conference/Council approved travel expenditures incurred
Line 4820: Bank charges incurred for the fiscal year
Line 4840: Office expenses
Line 4870: All expenses related to SSVP education including seminars and Regional/National Meetings incurred by member volunteers of the Society
Line 4890: The total costs of ALL charitable works (visits, vouchers/gift cards for food, furniture, prescriptions, etc.)
Line 4920: Any other expenses incurred that is not already reported (please specify)
Line 4950: The total of Lines 4800+4810+4820+4840+4870+4890+4920
Line (G): The total of all amounts passed up to Councils, all levels, for all projects (Emergency, Annual Contribution, or other project). No specification required.
Line (H): The total of the amounts sent to the National Council for twinning.
Line 5050: The total of Lines (G+H)
Line 5100: The total of Lines 4950+5050
Line (Q): The total of Line 4700 minus Line 5100(shows Surplus or Deficit for the fiscal year)



Explanation of “Assets” and “Liabilities”, also “Surplus” or “Deficit” items for the headings used in the forms that are required to be filled out by each SSVP Conference.

ASSETS

- Line 4100: The total amount of cash on hand plus bank balances
- Line 4120: Amounts receivable (such as a refund due or a delayed payment for items sold)
- Line 4150: Inventories (e.g.:- items such as gift cards already purchased but not issued)
- Line 4160: Capital Assets
- Line 4170: Other assets (please specify)
- Line 4200: The total of Lines 4100+4120+ 4150+4160+4170

LIABILITIES

- Line 4300: Accounts payable (invoices received but not paid by year end)
- Line 4330: Other liabilities (please specify)
- Line 4350: Total of Lines 4300+4330

SURPLUS (DEFICIT)

- Line (P): The opening balance for the present year’s report. This should be the same as Line (R) in the previous year’s report.
- Line (Q): This is the same as Line (Q) on the “Revenue & Expenditures” page for the present year
- Line (R): This is the closing balance for the present year and is the sum of Line (P) and Line (Q).

PLEASE NOTE THAT THIS REPORT SHOULD BE SIGNED BY TWO (2) OFFICERS/DIRECTORS OF THE CONFERENCE OR COUNCIL

Please forward the report to the next higher Council.