

SSC COMPLIANCE CHECKLIST – 2020/2021

DOCUMENT	DUE	DATE RECEIVED
ACC9 – Year End (Balanced & Signed)	October 31 st	
ASSESSMENT	1 st Instalment: Jan. 15 th	
	2 nd Instalment: Mar. 15 th	
SSC INFORMATION SHEET (BCF200)	Immediately following SSC AGM	
FORM 4 (file with Mary Stewart & copy to BCPC)	Within 30 days of SSC AGM	
SOCIETY MEMBERSHIP RECORD (BCF205)	Ongoing	
T3010 FILED - Registered Charities only (file with CRA, Charities Directorate & copy to BCPC)	February 28 th	
ACR INFORMATION SHEET (BCF207)	February 28 th	
SSC ANNUAL REPORT (BCF202)	May 15 th	
SSC EXECUTIVE MEETING MINUTES (due within 30 days of meeting)		
SEPTEMBER/OCTOBER		NOVEMBER/DECEMBER
JANUARY		APRIL
FEBRUARY		MAY
MARCH		JUNE
AGM		
ACC9 Monthly Financials (due by end of following month)		
SEPTEMBER		OCTOBER
NOVEMBER		DECEMBER
JANUARY		FEBRUARY
MARCH		APRIL
MAY		JUNE
JULY/AUGUST		BUDGET (w/ AGM Minutes)
OFFICE USE ONLY		
League Rep Annual Report (BCF500)	April 30 th	
League Rep ACR Report (BCF502)	June 30 th	