



FINANCE TRAINING

T3010 FILING

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The ACC9 is a financial reporting system (using Excel) designed to meet ALL of your Squadron's financial reporting needs throughout the year. The ACC9 includes:

- Journals for Expenses and Revenues
- Monthly financial report capability
- Budget tracking and budget estimations
- Yearly financial report
- **Produces the financial numbers for T3010**
- Calculates the GST rebate

T3010 WORKSHEET

- Produces the financial numbers required for the financial section of the T3010 and matches them up to the box numbers used
- Handles all calculations required for CRA reporting
- No need to try to figure out what financial information is required

IMPORTANT INFORMATION

- Required to be filed annually within 6 months of fiscal year end August 31st (Feb. 28/29)
- CRA will mail a letter stating filing date as a reminder
- Filing can be done paper form (by mail) or online

**Important notice: New e-services available
Nov. 2018:**

Starting in Nov. 2018, registered charities and their representatives will be able to complete and file Form T3010 online.

IMPORTANT INFORMATION

- Use the correct T3010 version – check each year
- File a **COMPLETE** return
- Complete set of year-end financials with signatures (pgs 1 - 6 of ACC9)
- Complete Form T1235: Directors/Trustees and Like Officials Worksheet
- Complete Form T1236 if required: Qualified donees worksheet/Amounts provided to other organizations

IMPORTANT INFORMATION

- Item A1: Yes! BCPC – 887468916 RR0001
- Item C2: Describe charitable activities **NOT** fundraising activities
- Section D: Complete only if revenue is less than \$100,000 (if over, complete Schedule 6)
- Item F1: PO box number & rural routes are **NOT** sufficient – use physical street address of LHQ
- Section E: Must be a Director

T3010 Charity Return Filing Information Website

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/t3010-charity-return-filing-information.html>

(copy & paste)



FREQUENTLY ASKED QUESTIONS

Received a Reminder to Registered Charities to File a Return

- Don't panic – this is just a reminder!
- Usually sent 2 – 3 months after fiscal year end
just as a reminder
- Fiscal year end is August 31st – have 6 months to file the T3010

Received a Notice of Intention to Revoke a Charity's Registration

- Might be time to start panicking 😊
- If the T3010 was filed and this Notice is received, there may be an issue with the return that was originally filed.
- CRA will only send a Notice wherein it will probably not indicate if there was an issue with the return that was originally sent
- Once received, have 90 days to rectify or CRA **MAY** revoke the Registered Charity status
- A charity that has had its registration revoked for failure to file, and then applies for re-registration, is subject to a \$500 failure to file penalty.



CONTACT INFORMATION

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