



FINANCE TRAINING

GST REBATE

GST REBATE

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**

EXPENSE JOURNAL

- Record all cheques written against bank account(s)
- Split between left and right hand side
 - Left side: Record actual cheque information and taxes paid
 - Right side: Categorize expense into appropriate category
- Reconcile monthly to bank statements by selecting a check mark in Column A
- **Records GST to assist in filing for GST Rebate semi-annually**

TAX REBATE CALCULATIONS

- Tax Rebate Calculations worksheet in the ACC9
- Designed to assist in the **calculation of the GST rebate**
- Broken down into quarterly calculations
- Rebate submissions are done six month increments

GST66 E (20)

- GST66 E (20) – Application for GST/HST Public Services Bodies' ("PSB") Rebate
- Used to apply for GST rebate
- **First application only**
- Complete all sections
- Section D – Details of Claim
 - Use line 305: Charity or public institution on non-selected public service body activities (defined on page 4 of this form) – 50%

GST66 E (20)

- Each fiscal period is 6 months
- When applying for the first fiscal period (September 1st – February 28/29th) enter the total amount of Quarter 1 and Quarter 2 as indicated on the Tax Rebate Calculations worksheet
- Must be signed by a Director

PSB GST REBATE ON-LINE SUBMISSION

- **Second and subsequent applications**
- Can do an online submission once the first paper application is completed
- <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/gst-hst-netfile/file-public-service-body-rebate-forms-electronically.html>

PSB GST REBATE ON-LINE SUBMISSION

- Second and subsequent applications
- When applying for the second fiscal period (March 1st to August 31st) enter the total amount of Quarter 3 and Quarter 4 as indicated on the Tax Rebate Calculations worksheet



FREQUENTLY ASKED QUESTIONS

Received a Notice of (Re)Assessment

- Usually received because the application was not for required fiscal period
- The required fiscal period is 6 months **NOT** a full year
 1. September 1st – February 28/29th
 2. March 1st – August 31st



CONTACT INFORMATION

Vicky Briggs

Financial & Compliance Officer

BC Provincial Committee

Email: finance@aircadetleague.bc.ca

Phone: 604-732-9119

TF: 1-866-614-2272

Website: bcpc-aircadetleague.com