

SSC COMPLIANCE CHECKLIST – 2023/2024

Email all required compliance documents to: finance@aircadetleague.bc.ca

Always cc League Rep so they are aware of what has been submitted.

DOCUMENT	DUE TO BCPC	DATE SENT
AGM DATE (required for Form 4 filing)	September 15	
ACC9 – Year End (balanced & signed)	October 31	
BCPC ASSESSMENT	1 st Instalment: Jan. 15	
	2 nd Instalment: Mar. 15	
SSC INFORMATION SHEET (BCF200)	Immediately following SSC AGM	
FORM 4 (email to check & file; mail original to BCPC office)	Within 15 days of AGM	
T3010 FILED (registered charities only - file with Charities Directorate & copy to BCPC)	February 28	
ACR INFORMATION SHEET (BCF207)	February 28	
SSC ANNUAL REPORT (BCF202)	May 15	
SOCIETY MEMBERSHIP RECORDS (BCF213)	Ongoing	

SSC EXECUTIVE MEETING MINUTES (due within 30 days of meeting)

SEPTEMBER		MARCH	
OCTOBER		APRIL	
NOVEMBER		MAY	
DECEMBER		JUNE	
JANUARY		JULY/AUGUST	
FEBRUARY		AGM MINUTES	

ACC9 Monthly Financials (due by end of following month)

SEPTEMBER		MARCH	
OCTOBER		APRIL	
NOVEMBER		MAY	
DECEMBER		JUNE	
JANUARY		JULY/AUGUST	
FEBRUARY		BUDGET	