

## SSC COMPLIANCE CHECKLIST – 2024/2025

Email all required compliance documents to: [finance@aircadetleague.bc.ca](mailto:finance@aircadetleague.bc.ca)

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

DOCUMENT	DUE TO BCPC	DATE SENT
<b>AGM DATE</b> (required for Form 4 filing)	September 15	
<b>ACC9 – Year End</b> (balanced & signed)	September 30	
<b>BCPC ASSESSMENT</b>	1 <sup>st</sup> Instalment: Jan. 15	
	2 <sup>nd</sup> Instalment: Mar. 15	
<b>SSC INFORMATION SHEET</b> (BCF200)	Immediately following SSC AGM	
<b>FORM 4 and AGM Minutes</b> (email to <a href="mailto:finance@aircadetleague.bc.ca">finance@aircadetleague.bc.ca</a> ; mail original to BCPC office)	Within 14 days of AGM	
<b>T3010 FILED</b> (registered charities only - file with Charities Directorate & email copy to <a href="mailto:finance@aircadetleague.bc.ca">finance@aircadetleague.bc.ca</a> )	February 28	
<b>ACR INFORMATION SHEET</b> (BCF207)	February 28	
<b>SSC ANNUAL REPORT</b> (BCF202)	May 15	
<b>SOCIETY MEMBERSHIP RECORDS</b> (BCF213)	Ongoing	

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

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

### ACC9 Monthly Financials (due monthly)

<b>SEPTEMBER</b> (due Oct 31)		<b>MARCH</b> (due Apr 30)	
<b>OCTOBER</b> (due Nov 30)		<b>APRIL</b> (due May 31)	
<b>NOVEMBER</b> (due Dec 31)		<b>MAY</b> (due Jun 30)	
<b>DECEMBER</b> (due Jan 31)		<b>JUNE</b> (due Jul 31)	
<b>JANUARY</b> (due Feb 28)		<b>JULY</b> (due Aug 31)	
<b>FEBRUARY</b> (due Mar 31)		<b>AUGUST</b> (due Sept 30)	