

**Air Cadet League of Canada
British Columbia Provincial Committee**

SSC RESOURCE BINDER

TEMPLATE

BCF216



Updated July 2024

Preface

The purpose of the SSC Resource Binder is to collect all relevant documents in one place, so to better organize needed information for the SSC meetings, and as a check list for compliance both for BCPC and the Society Act. In the Table of Contents, any document marked with an asterisk * is required to be filed to BCPC and a copy retained in this binder for the SSC.

1. The Organization Chart shows the chain of command, and that there are many levels of the Provincial Air Cadet League that provide support to the local SSCs. Without any of this support, no SSC/squadron would be in operation.
2. Constitutions and Bylaws is a very important document that each member of the SSC and director should have a copy. It layouts how the SSC executives fulfill their duties and obligations, and if there are any internal conflicts, how it should be resolved.
3. SSC Compliance Checklist (BCF201) is for the SSC to show good governance. The SSC is to check the list on a regular basis to ensure all needed documents have been sent in to the BCPC office. It also provides better transition for the incoming executive to know what has been done. SSC Annual Report form and League Rep Annual Visit Report are for your information that shows how BCPC expects certain tasks to be completed to show good SSC governance.
4. AGM minutes are needed for compliance with the Society Act and forwarded to BCPC. It is also needed for applying for gaming funds. Within 14 days of the AGM, the Form 4 along with the AGM minutes (which should include copies of the Financials and budget as presented) needs to be filed with BCPC. As well, the SSC Information Sheet should be filed with BCPC immediately following the SSC AGM.
5. SSC monthly executive meeting minutes should be available on request to all SSC members and parents. A copy forwarded to commanding officer of the squadron, League representative and BCPC.
6. Treasurer report financial statements (ACC9): The treasurer must provide monthly financials at the executive meeting and include with the minutes. The ACC9 must be submitted to BCPC monthly. Year-end ACC9 must be filed to BCPC by September 30th.
7. T3010 (registered charities only) filed to CRA and copy to BCPC office. Due by February 28th annually.
8. ACR information sheet (BCF207) filed to BCPC by February 28th annually. ACR Inspector report is for your information on how the ACR are marked.
9. SSC Annual Report (BCF202) prepared by the Chairperson and filed to BCPC by May 15th annually.
10. Screening (BCF213) - SSC Membership Record: Any time there are new members who have joined or resigned, need to file an updated copy to BCPC.

TABLE OF CONTENTS

- SECTION 1:** Organization Charts
- SECTION 2:** Constitution and Bylaws
- SECTION 3:** BCF201 – SSC Compliance Checklist
BCF500 – League Rep Annual Visit Report
- SECTION 4:** AGM Minutes *
- BCF200 – SSC Information Sheet *
- Form 4 *
- Budget *
- SECTION 5:** Executive Monthly Meeting Minutes *
- SECTION 6:** Financial statements: ACC9 year-end & monthly *
- SECTION 7:** T3010 CRA Filing *
- SECTION 8:** BCF207 – ACR Information Sheet *
- BCF502 – ACR League Inspector Observation Form
- SECTION 9:** BCF202 – SSC Annual Report *
- SECTION 10:** SSC Membership Screening:
BCF213 – Society Membership Record *
ACLC Applicant Screening & Registration

SECTION 1

ORGANIZATION

CHARTS

SECTION 2

CONSTITUTION

and

BYLAWS

In this section, a copy of your SSC's Constitution and Bylaws should be kept at all times.

Other documents that could be kept in here would be the following:

- Certificate of Incorporation**
- CRA Business Number Confirmation**
- Any other important documents that should be kept on file pertaining to the SSC**

If you do not have copies of any of the above, please contact the BCPC Office (bcpc@aircadetleague.bc.ca) to obtain one.

SECTION 3

BCF201

SSC COMPLIANCE CHECKLIST

BCF500

LEAGUE REP ANNUAL REPORT

BCF201 – SSC Compliance Checklist

For the most recent and up to date BCF201, please visit the BCPC website (bc-aircadetleague.com). The document is located under SSC Forms; BCF200 – General SSC Forms.

BCF500 – League Rep Annual Report

For the most recent and up to date BCF500, please visit the BCPC website (bc-aircadetleague.com). The document is located under BCPC Resources; BCPC League Member Forms.

SECTION 4

AGM MINUTES

BCF200

SSC INFO SHEET

FORM 4

BUDGET

This section is for documents to prepare for the SSC AGM, and documents to be completed following the SSC AGM. Once the required documents are completed, keep a copy in this section.

SSC AGM Agenda & Minutes

There are sample SSC AGM Agenda and SSC AGM Minutes templates available on the BCPC website (bc-aircadetleague.com) located under SSC Forms; BCF200 – General SSC Forms:

- BCF217 – SSC AGM Agenda Template**
 - BCF218 – SSC AGM Minutes Template**
-

BCF200 – SSC Information Sheet

For the most recent and up to date BCF201, please visit the BCPC website (bc-aircadetleague.com). It is located under SSC Forms; BCF200 – General SSC Forms.

Form 4

Under the BC Society Act, the Form 4 is to be filed annually. The BCPC office is the Registered Records Office for most of the SSCs in BC. A pre-filled Form 4 will be sent by the BCPC office close to your AGM date with instructions to complete.

Budget

The budget is to be prepared annually and voted upon by the membership at your AGM. The ACC9 has an Estimated Budget worksheet that can be used for this purpose. For more information on the ACC9 and the Budget Estimator, please see Session 4: Review Tools & Trackers training video found on the BCPC website (bc-aircadetleague.com). It is located under SSC Resources; SSC Finances.

SECTION 5

EXECUTIVE MONTHLY MEETING MINUTES

SSC Executive Monthly Meeting Minutes

There are sample SSC Executive Committee Meeting Agenda and SSC AGM Minute templates available on the BCPC website (bc-aircadetleague.com) located under SSC Forms; BCF200 – General SSC Forms:

- BCF203 – SSC Agenda Template**
- BCF204 – SSC Minutes Template**

SECTION 6

FINANCIAL STATEMENTS:

MONTHLY ACC9

YEAR-END ACC9

SSC Financial Statements

The ACC9 is the financial tool used to assist with SSC financials and to provide financial statements which are used for monthly reporting to the SSC Executive. Those monthly financial reports should be kept in this section.

The year-end ACC9 contains the reporting documents for reporting at the SSC's AGM. A copy of the year-end financials should be kept in this section.

Please refer to the website (bc-aircadetleague.com) under SSC Resources, SSC Finances, Session 4: Review Tools & Trackers and Session 5: Financial Reports for information on Financial Statements.

SECTION 7

T3010 CRA FILING

(Registered Charities Only)

T3010 CRA FILING

Only registered charities are required to file the T3010 Registered Charity Information Return.

Please refer to the website (bc-aircadetleague.com) under SSC Resources, SSC Finances, T3010 Filing Session – 25 Jan 2021, for information on how to complete the T3010.

SECTION 8

BCF207

ACR INFORMATION SHEET

BCF502

ACR LEAGUE INSPECTOR

OBSERVATION FORM

ACR INFORMATION

BCF207 – ACR Information Sheet

For the most recent and up to date BCF207, please visit the BCPC website (bc-aircadetleague.com). It is located under SSC Forms; BCF200 – General SSC Forms.

BCF502 – ACR League Rep ACR Observation Form

For the most recent and up to date BCF502, please visit the BCPC website (bc-aircadetleague.com). The document is located under BCPC Resources; BCPC League Member Forms.

SECTION 9

BCF202

SSC ANNUAL REPORT

SSC ANNUAL REPORT

This section is for the SSC Annual Report to be completed by the SSC Chair. It is recommended to fill in the report as events are happening in order to lessen the impact when it comes time to file the report.

For the most recent and up to date BCF202, please visit the BCPC website (bc-aircadetleague.com). It is located under SSC Forms; BCF200 – General SSC Forms.

SECTION 10

SSC MEMBERSHIP SCREENING

BCF213

SOCIETY MEMBERSHIP RECORD

ACLC APPLICANT SCREENING & REGISTRATION

SSC MEMBERSHIP SCREENING

BCF213 – Society Membership Record

For the most recent and up to date BCF213, please visit the BCPC website (bc-aircadetleague.com). It is located under SSC Forms; BCF200 – General SSC Forms.

ACLC Applicant Screening & Registration

All Screening and Registration forms are located on the Air Cadet League's website (aircadetleague.com) under Library; Volunteer Screening. Please refer to this section for the most recent and up to date forms.