

SSC COMPLIANCE CHECKLIST – 2025/2026

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 1	
ACC9 – Year End (balanced & signed)	September 30	
BCPC ASSESSMENT	1 st Instalment: Jan. 15	
	2 nd Instalment: Mar. 15	
SSC INFORMATION SHEET (BCF200)	Following SSC AGM	
FORM 4 and AGM Minutes (email to finance@aircadetleague.bc.ca ; mail original to BCPC office)	Within 14 days of AGM	
T3010 FILED (registered charities only - file with Charities Directorate & email 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 monthly)

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