

Parish Finances

Where to Find Information? Who to call?

Name	Contact Info	Reason
Incorporated Synod of the Diocese 135 Adelaide Street E Toronto, ON M5C 1L8	Finance Department 416-363-6021 Rebecca Scott, Receptionist, ext. 210, rscott@toronto.anglican.ca Tracey Gordon, Assistant to the Director of Finance, ext. 216, tgordon@toronto.anglican.ca Afshin Mahboob, Accounts Payable & Receivable Clerk, ext. 237, amahboob@toronto.anglican.ca Keri Stilling, General Accountant, ext. 239, kstilling@toronto.anglican.ca Mustafizur Chowdhury, Senior Accountant, ext. 248, mchowdhury@toronto.anglican.ca Lilian Qian, Treasurer & Director of Finance; ext. 238, lqian@toronto.anglican.ca	Parish Support – Financial well-being of parishes, Consolidated Trust Fund, Cemetery Fund, Annual Returns, Insurance, Investments, Treasurers Information, CIBC Banking Arrangement. https://www.toronto.anglican.ca/parish-administration/finance/
CIBC	Sarah Decaire, 416-980-4538, sarah.decaire@cibc.com	For further assistance at CIBC regarding our arrangement.
Canada Revenue Agency (CRA) relevant web pages:	GST/HST Returns - https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/complete-file-instructions.html GST66 Application for GST/HST Public Service Bodies' Rebate and GST Self-government Refund - https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/gst66/gst66-18e.pdf RC7066-SCH Provincial Schedule - GST/HST Public Service Bodies' Rebate - https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/rc7066-sch/rc7066-sch-18e.pdf Receiving Gifts and Issuing Receipts of the Operating a Registered Charity - https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/receiving-gifts/what-a-gift.html	
Where Do I Get Information?	https://www.toronto.anglican.ca/parish-administration/finance/	<ul style="list-style-type: none"> • Annual Returns • Parish Finance Manual • Insurance • Treasurer Information • Investments
Gifts of Marketable Securities	Mustafizur Chowdhury, Senior Accountant, ext. 248, mchowdhury@toronto.anglican.ca	To make a gift of marketable securities, please download a “ letter of direction ”
Consolidated Trusts Fund and Cemetery Fund management	Mustafizur Chowdhury, Senior Accountant, ext. 248, mchowdhury@toronto.anglican.ca	Balance enquires, withdrawals, general questions.
Parish Loan Enquiries	Mustafizur Chowdhury, Senior Accountant, ext. 248, mchowdhury@toronto.anglican.ca	Loan enquiries, general questions.
Payroll and Stipends	Keri Stilling, General Accountant, ext. 239, kstilling@toronto.anglican.ca	Clergy payroll related enquiries.
Parish Allotment	Keri Stilling, General Accountant, ext. 239, kstilling@toronto.anglican.ca	For general questions related to monthly allotment.
Churchwardens' Parochial Returns (CWPR)	Keri Stilling, General Accountant, ext. 239, kstilling@toronto.anglican.ca Tracey Gordon, Assistant to the Director of Finance, ext. 216, tgordon@toronto.anglican.ca	For general questions and corrections. For assistance with logging into the online parish portal.
Standardized Emails Addresses	Tracey Gordon, Assistant to the Director of Finance, ext. 216, tgordon@toronto.anglican.ca	For general questions and assistance with logging in.