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Team





<p>Patricia D'Souza Treasurer & Director of Finance (On parental leave)</p> <p>Keri Stilling General Accountant (Payroll and allotment)</p> <p>Tracey Gordon Finance Department Assistant</p>	<p>Rebecca Scott Bookkeeper (Primary point of contact)</p> <p>Jennifer Wang Accounts Payable Clerk</p> <p>Suchitra Ahlawat Receptionist</p>
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Some of what finance does

- Payroll for clergy
- Billing for parishes
- Stock donation processing
- Investment fund (Consolidated Trust fund) processing
- Dividend distribution
- Grant distribution
- Financial management assistance
- Governance body decision support
- Cemetery annual filing assistance

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Structure and Charitable Status

- Each parish is:
 - A separate provincial (Ontario) corporation – but is not separately incorporated
 - A Canadian Registered Charity
 - Must file T3010 within 6 months of year end (June 30 if the year ends on Dec 31st) to maintain charitable status



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Requirements of the Parish

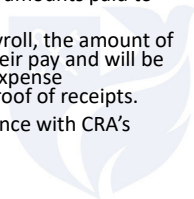
Requirement	Due Date
• Diocesan invoice for stipend and allotment	Monthly
• Churchwardens' Parochial Return (CWPR)	March 15
• CRA Requirements: <ul style="list-style-type: none"> ✓ T3010-1 Charitable Information Return ✓ HST Return ✓ Payroll remittances 	Six months after year end Determined by CRA <small>(could be monthly, quarterly, annually)</small> Determined by CRA



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Discretionary disbursements by parishes

- Parishes that provide funds to individuals as a part of their discretionary spending are required to generate a T4A for the recipient of the funds, if the total amount of funds granted to a particular individual exceeds \$500 in a year.
- This includes ministry grants, honorariums and clergy discretionary grants or any amounts paid to individuals.
- If the recipient is on Diocesan payroll, the amount of funds granted will be added to their pay and will be taxed accordingly unless it is an expense reimbursement which requires proof of receipts.
- This is necessary to be in compliance with CRA's guidelines.



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Disbursement Quota changes

- The disbursement quota is the minimum amount a registered charity is required to spend each year on its own charitable activities, or on gifts to qualified donees.
- Effective Jan 01, 2023, the disbursement quota rate has been increased to **5%** from 3.5% on the portion of charities' property that exceeds \$1 million.



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Audited Financial Statements

	Audit	Review	Compilation/ Notice to Reader
Nature of involvement	Application of GAAP	Application of GAAP	Compiling information
Communication provided	Audit Report (opinion)	Review Engagement Report	Compilation report (no review)
Level of Assurance	Highest level	Moderate Level	No Assurance
Who can perform	Licensed Public Accountant	Licensed Public Accountant	Licensed Public Accountant



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Audited Financial Statements

- Parishes that do not meet the requirements of Canon 14 regarding an audit are not in compliance with provincial law.
- At Synod 2022, the income threshold under Canon 14 was increased to \$200,000. Parishes with income under this amount can either have a review or a compilation agreement performed **after obtaining the permission of the Bishop and passing a vestry motion.**



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Internal Controls – Financial Statements

- Churchwardens are responsible for all funds received and disbursed
- Statements should be prepared on a regular basis and reviewed
- Monitor financial operations:
 - Cash flow
 - Debt management, including balances owing to the Diocese
 - Investments including CTF funds
 - Segregation of restricted vs. non-restricted funds
 - Budget should not be in deficit position-sustainability



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Internal Controls – Bank Accounts

- Bank Accounts – reconcile monthly
- CIBC – has a blanket agreement with parishes
- Signing authority – generally
 - 2 Churchwardens & Treasurer
- Cemetery funds & parish funds must be separated as per the *Funeral, Burial and Cremation Services Act*
- Parochial Organizations are not permitted to have their own bank accounts



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Internal Controls – Donation Receipting

- Need to have an audit trail from bank deposit to receipt issued
- Need to ensure that receipts include all information required by CRA
- Documentation supporting receipts must be kept for 7 years



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Investments

- Option to invest in Consolidated Trust Fund of the Diocese of Toronto
 - Monitored by the Investment Committee, which ensures compliance with Investment Policy
 - The annual dividend is \$10.38 per unit (4.25% return) for 2023 to be paid out quarterly
 - Currently holds \$170 million in investments