

Parish Finances

Where to find information? Who to call?

Name	Contact Info	Reason
Finance team	416-363-6021	Parish Support
	Suchitra Ahlawat, Receptionist, ext. 210,	- Financial well-being of parishes,
	sahlawat@toronto.anglican.ca	Consolidated Trust Fund, Cemetery
	Tracey Gordon, Finance Department Administrative	Fund, Annual Returns, Insurance,
	Assistant, ext. 216, tgordon@toronto.anglican.ca	Investments, Treasurers Information,
	Jennifer Wang, Accounts Payable & Receivable Clerk,	CIBC Banking Arrangement.
	ext. 237, jwang@toronto.anglican.ca	
	Keri Stilling, General Accountant, ext. 239,	https://www.toronto.anglican.ca/parish-
	kstilling@toronto.anglican.ca	administration/finance/
	Patricia D'Souza, Controller, ext. 248,	
	pdsouza@toronto.anglican.ca	
	Rebecca Scott, Bookkeeper, ext 238	
	rscott@toronto.anglican.ca	
CIBC	Peter Shantz Cell: 365 336-6088 peter.shantz@cibc.com	For further assistance at CIBC regarding
		our arrangement.
Canada Revenue	GST/HST Returns - https://www.canada.ca/en/revenue-	-
Agency (CRA) relevant	agency/services/tax/businesses/topics/gst-hst-businesses/complete-file-instructions.html	
web pages:	GST66 Application for GST/HST Public Service Bodies' I	
1 3	https://www.canada.ca/content/dam/cra-arc/formspubs/	
	RC7066-SCH Provincial Schedule - GST/HST Public Serv	
	https://www.canada.ca/content/dam/cra-arc/formspubs/	
	Receiving Gifts and Issuing Receipts of the Operating a Re	
	https://www.canada.ca/en/revenue-agency/services/char	ities-giving/charities/operating-a-
	registered-charity/receiving-gifts/what-a-gift.html	1
Finance Department	https://www.toronto.anglican.ca/parish-	Annual Returns
Resources	administration/finance/	Parish Finance Manual
		• Insurance
		Treasurer Information
		Investments
Gifts of Marketable	Rebecca Scott, Bookkeeper, ext. 238,	To make a gift of marketable securities,
Securities Securities	rscott@toronto.anglican.ca	please download a "letter of direction"
Consolidated Trusts	Patricia D'Souza, Controller, ext. 248,	Balance enquires, withdrawals, general
	pdsouza@toronto.anglican.ca	questions.
Fund and Cemetery	pusouza@tofofito.anglican.ca	questions.
Fund management	D D20	T : 1
Parish Loan Enquiries	Patricia D'Souza, Controller ext. 248, pdsouza@toronto.anglican.ca	Loan enquiries, general questions.
Payroll and Stipends	Keri Stilling, General Accountant, ext. 239,	Clergy payroll related enquiries.
1 ayron and supends	kstilling@toronto.anglican.ca	Gergy payron related enquiries.
Parish Allotment	Keri Stilling, General Accountant, ext. 239,	For general questions related to monthly
	kstilling@toronto.anglican.ca	allotment.
Churchwardens'	Keri Stilling, General Accountant, ext. 239,	For general questions and corrections.
Parochial Returns	kstilling@toronto.anglican.ca	
(CWPR)	Tracey Gordon, Finance Department Administrative	For credentials to log into the
(- ··)	Assistant, ext. 216, tgordon@toronto.anglican.ca	online parish portal.
Standardized Emails	Tracey Gordon, Finance Department Administrative	For credentials and assistance with
Addresses	Assistant ext. 216, tgordon@toronto.anglican.ca	logging in.
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Where to Find Information? Who to call?

Name	Contact Info	Reason
Incorporated Synod of the Diocese	Finance Department 416-363-6021	Parish Support - Financial well-being of parishes,
135 Adelaide Street E Toronto, ON M5C 1L8	Suchitra Ahlawat, Receptionist, ext. 210, sahlawat@toronto.anglican.ca Tracey Gordon, Finance Department Administrative Assistant, ext. 216, tgordon@toronto.anglican.ca	Consolidated Trust Fund, Cemetery Fund, Annual Returns, Insurance, Investments, Treasurers Information, CIBC Banking Arrangement.
	Jennifer Wang, Accounts Payable Clerk, ext. 237, jwang@toronto.anglican.ca Keri Stilling, General Accountant, ext. 239, kstilling@toronto.anglican.ca	https://www.toronto.anglican.ca/parish-administration/finance/
	Patricia D'Souza, Controller, ext. 248, pdsouza@toronto.anglican.ca Rebecca Scott, Bookkeeper, ext. 238, rscott@toronto.anglican.ca	
CIBC	Peter Shantz 365-336-6088 peter.shantz@cibc.com	For further assistance at CIBC regarding our arrangement.
Canada Revenue Agency (CRA) relevant web pages:	GST/HST Returns - https://www.canada.ca/content/dam/cra-arc/formspubs/pst-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/	 Annual Returns Parish Finance Manual Insurance Treasurer Information Investments
Gifts of Marketable Securities	Rebecca Scott, Bookkeeper, ext. 238, rscott@toronto.anglican.ca	To make a gift of marketable securities, please download a "letter of direction"
Consolidated Trusts Fund and Cemetery Fund management	Patricia D'Souza, Controller, ext. 248, pdsouza@toronto.anglican.ca	Balance enquires, withdrawals, general questions.
Parish Loan Enquiries	Patricia D'Souza, Controller, ext. 248, pdsouza@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, Finance Department Administrative Assistant, ext. 216, tgordon@toronto.anglican.ca	For general questions and corrections. For assistance with credentials for the online parish portal.
Standardized Emails Addresses	Tracey Gordon, Finance Department Administrative Assistant, ext. 216, tgordon@toronto.anglican.ca	For credentials and assistance with logging in.