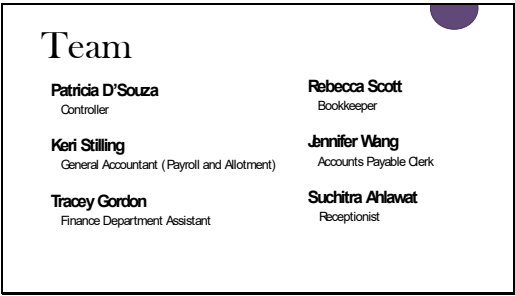


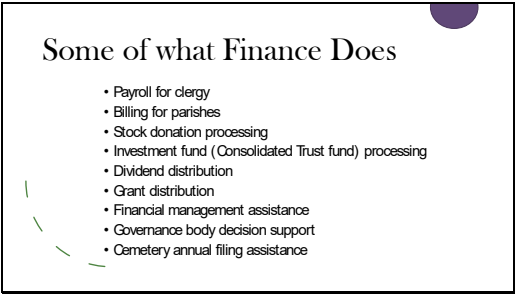
Slide 1



Slide 2



Slide 3



Slide 4

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

Slide 5

Requirements of the Parish

Requirement	Due Date
Diocesan invoice for stipend and allotment	Monthly
Churchwardens' Parochial Return (CWPR)	March 15
CRA Requirements:	
- T3010-1 Charitable Information Return	Six months after year end
- HST Return	Determined by CRA (could be monthly, quarterly, annually)
- Payroll remittances	Determined by CRA

Slide 6

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	Notice to Reader (no review)
Level of Assurance	Highest level	Moderate Level	No Assurance
Who can perform	Licensed Public Accountant (if charging)	Licensed Public Accountant (if charging)	Licensed Public Accountant (if charging)

Slide 7

Audited Financial Statements

- The Diocese is not incorporated under the Ontario Not for Profit Corporations Act (ONCA)
- Under ONCA, with certain conditions being met, a Review engagement can be done for entities with revenues between \$100,000 and \$500,000
- The Finance Committee is reviewing the current Diocesan limit of \$100,000 (Canon 14, Vestries)
- Parishes that do not meet the requirements of Canon 14 regarding an audit are not in compliance with provincial law

Slide 8

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

Slide 9

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

Slide 10

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

Slide 11

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 \$10.28 per unit (4.25% return) for 2022 to be paid out quarterly
- Currently holds \$190 million in investments