

**GENERAL**

There are four sections to the financial return; Income, Expense, General and Capital Expenditure Detail.

The intent of the return is to provide information in a format that is consistent from parish to parish. To assist translating parish financial statements into this format, we provide the following information.

In cases where there is more than one treasurer in the parish, each church treasurer should be given a working copy of the form. The Central or Parish Treasurer can then combine the completed forms into one.

**Section 1 - Income**

Part of the return is structured to distinguish among operating income, non-operating income and non-income. Please note: operating income is used to determine parish support for the Diocesan Shared Ministry Budget.

While some of the lines are fairly clear, the following specific instructions will guide you.

**A and B: Offerings** - Include all specials, festivals, initial and any other offerings for general use.

**C: From Organizations** - Refers to funds provided the Parish by ACW, Guilds, Men's Groups, Sunday School, etc.

**D: Fund-raisers** - Refers to supers and sales. It is appropriate to report only the net income realized, but if you do so please indicate so on the form. Fund raisers run by a group (for example an ACW Tea) with proceeds going to the parish should be reported in Line C.

**E: Investment Income** - Includes interest on operating accounts, GIC's, Diocesan or other investments. On the Diocesan Investment Fund you need not report the Bonus capita addition.

**H: Other Operating Income** - Record any items that do not fit in the first 8 lines, but which are clearly income for use by the parish, eg. hall rentals.

**I: Bequests of Capital** - If the parish received a bequest through a will report it here.

**J, K, L: Donations and Restricted** - The key for reporting on these three lines is the ultimate use of the income. If the use is restricted to capital work or for memorials, then reporting here is appropriate. If it is used for normal operating costs then it should be reported as operating income (Line A or E).

**N: Flow-throughs** - To report donations from parishioners that are remitted elsewhere such as PWRDF or food bank support. Specific donations in response to a Bishops appeal can also be reported here.

**Non-Income Items**

These are recorded for information purposes only. HST rebate should be reported here.

**Section 2 - Disbursements**

An attempt has been made to categorize the expenditures for ease of recording. Once again if you are in a multi-treasurer situation it will be necessary for each treasurer to complete a form to be combined by the central treasurer. Most lines are self explanatory. The following may be helpful:

**a: Diocesan Budget Support** - Record the amounts actually paid to the Diocesan Synod; not amounts owed or accrued.

**b: Mission or Relief Support** - Refers to parish commitments to mission support. For example the parish may decide to give a corporate donation to the food bank or Church Army. This is quite distinct from a gift to those groups that comes in the form of a donor direction (see flow-through Line q).

**o: Capital Expenditures** - Report funds expended on capital projects and detail this information on Form 3 as requested. It should be noted that funds expended on capital works are removed from the calculation of Diocesan Budget support.

**q: Flow-through Funds Remitted** - Should have a direct link with the Income in Section 1 - N. If they do not match you may want to find out why.

### Section 3 - General

This information is a very useful snapshot of parish finances at year end. All bank balances and investments should be reported in the appropriate places and all liabilities should be recorded as requested. We are ignoring building values.

Again the multi-treasurer situations will impact on the complexity of the report. For example the operating fund bank balance would include each church fund and the central treasury.

### Section 4 - Capital Expenditures

**Description of work**

A brief narrative describing the work done.

**Funding Sources**

Provide the funding sources for the project or projects identified. This is an important part of both planning for, and reporting on capital endeavors as required by Statistics Canada.

### Section 5 - Miscellaneous

Not currently in use.

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