



Evangelical Lutheran Church in Canada
Eglise Evangélique Luthérienne au Canada

Treasurer's Information Booklet 2010

302 – 393 Portage Avenue
Winnipeg, MB R3B 3H6

www.elcic.ca

MEMO

To: Congregational Treasurers

From: Gloria McNabb, CMA
Director, Finance &
Administration, ELCIC

Date: December 2009

Re: 2010 Treasurer's Information Booklet

The 2010 Treasurer's Information Booklet has been updated to include information currently available. The booklet also lists additional reference sources. If there are any changes to the booklet throughout the year, we will post them to the ELCIC web site. To quickly access the Treasurer's information from the home page of the ELCIC web site, www.elcic.ca, choose "Resources", and then choose the "Treasurer Resources" link. This will bring you to the section where the Treasurer's information and forms are located.

Commencing in 2010, the Treasurer's Information Booklet is available online at the ELCIC web site www.elcic.ca. For those treasurers who do not have access to the Internet, please contact us, and we will mail you a printed copy.

Information on the Pension and Benefit Plans of the ELCIC which is administered by ELCIC Group Services Inc. (GSI) is available on the GSI website at www.elcicgsi.ca.

In Section B of this booklet, you will find copies of ELCIC forms for photocopying. Forms can also be downloaded or printed from the ELCIC and GSI web sites. See page A-3 of the 2010 Treasurer's Information Booklet for the web site addresses and contact information.

Some new or expanded information in the 2010 Treasurer's Booklet include updated information on GHDA (2A), ELW (5A), Payroll Preparation Program (6B), Tax Filing Requirements for Charitable Organizations (8C), T5 Forms (8E), GST/HST (8F), Clergy Residence Deduction (9B.2), Pastoral Supply (9C.6), Completing the T4 Information Return (9E), and revised forms in Section B for Synod Remittances and the ELCIC Software licensing program.

CRA has updated the T3010 Registered Charity Information Return for 2009 reporting and section 8C of the booklet outlines some of the new requirements and changes for the T3010B. Another significant change by CRA has been the requirement for clergy who own or rent their own accommodations to file a T1213 and receive approval from CRA before any tax reductions at source are allowed. See section 9B.2.

Contact information for the Canada Revenue Agency (CRA) is listed on page A-4. CRA now provides free electronic mailing lists. When you subscribe to an electronic mailing list, CRA will notify you by e-mail whenever there's important new information on a subject of interest to you.

We thank those treasurers who have provided us with comments and suggestions on the treasurer's booklet over the past year. If you have any suggestions for topics to include in future editions of the treasurer's handbook, please let us know. E-mail the ELCIC national finance office at finance@elcic.ca. Our objective to provide a booklet that is informative and easy to use.

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CONTACT INFORMATION - ELCIC

ELCIC National Office

Tel: 204.984.9150 or 1.888.786.6707
Fax: 204.984.9185
General Information: fschultz@elcic.ca
Finance & Administration: finance@elcic.ca
Web site: www.elcic.ca

Treasurer information can be found by choosing under “Resources”, the “Treasurer Resources” link on the www.elcic.ca home page.

ELCIC Group Services Inc.

PO Box 56069, Winnipeg, MB R3B 3H0
Tel: 204.984.9181 or 1.877.352.4247
Fax: 204.984.9179
E-mail: gsi@elcic.ca
Web site: www.elcicgsi.ca

ELCIC Synod Offices

- Synod of Alberta and the Territories 10014 – 81 Ave. N., Edmonton, AB T6E 1W8
Tel: 780.439.2636 or 1.866.430.2636
Fax: 780.433.6623
E-mail: abtsynod@elcic.ca
Web site: www.albertasynod.ca
- British Columbia Synod 80 East 10 Ave., New Westminster, BC V3L 4R5
Tel: 604.524.1318
Fax: 604.524.9255
E-mail: bcynod@elcic.ca
Web site: www.bcsynod.org
- Eastern Synod 74 Weber St. W., Kitchener, ON N2H 3Z3
Tel: 519.743.1461 or 1.877.373.5242
Fax: 519.743.4291
E-mail: easternsynod@elcic.ca
Web site: www.easternsynod.org
- Manitoba/Northwestern Ontario Synod 201-3657 Roblin Blvd., Winnipeg, MB R3R 0E2
Tel: 204.889.3760
Fax: 204.896.0272
E-mail: mnosynod@elcic.ca
Web site: www.mnosynod.org
- Saskatchewan Synod 714 Preston Ave., Saskatoon, SK S7H 2V2
Tel: 306.244.2474
Fax: 306.664.8677
E-mail: sksynod@elcic.ca
Web site: www.sasksynod.elcic.ca

CONTACT INFORMATION - CANADA REVENUE AGENCY (CRA)

General Web Site	www.cra-arc.gc.ca
Charities Directorate	Tel: 1.800.267.2384 toll-free Fax: 1.613.954.8037 www.cra-arc.gc.ca/charities
Forms & Publications	Tel: 1.800.959.2221 www.cra-arc.gc.ca/formspubs/menu-e.html
GST, Payroll Deductions and Other Business Inquiries	Tel: 1.800.959.5525 www.cra-arc.gc.ca/tax/business www.cra-arc.gc.ca/tax/business/topics/payroll
Electronic Mailing Lists	www.cra-arc.gc.ca/eservices/maillist/menu-e.html
Personal Tax Inquiries	Tel: 1.800.959.8281
Ministère du Revenu du Québec	Tel: 1.888.413.2277 www.revenu.gouv.qc.ca/

1. GENERAL INFORMATION FOR CONGREGATIONAL TREASURERS

The information in this booklet is to be used by the treasurer and should also be shared with other persons in the congregation. Forms are available in this booklet for photocopying and also on the ELCIC web site.

1A. Charitable Organization Registration Numbers

The Evangelical Lutheran Church in Canada (ELCIC) began operations January 1, 1986. It was incorporated by Special Act of Parliament, Chapter 55, and is registered as a charitable organization with the Canada Revenue Agency (CRA). Each of the five synods is separately incorporated in a province and registered as a separate charitable organization. Each congregation also has its own registered charitable organization number.

For your information and for the completion of Form T3010, Registered Charity Information Return, following are the charity registration numbers for some of the commonly supported Lutheran entities:

ELCIC	10735 4334 RR0001
Synod of Alberta and the Territories	13055 9404 RR0001
British Columbia Synod	10677 9184 RR0001
Eastern Synod	10727 3666 RR0002
Manitoba/Northwestern Ontario Synod	11903 0567 RR0001
Saskatchewan Synod	13073 9865 RR0001
Evangelical Lutheran Women Inc.	89486 7530 RR0001
ABT Synodical ELW	89486 7530 RR0002
Saskatchewan Synodical ELW	89486 7530 RR0003
BC Synodical ELW	89486 7530 RR0004
Eastern Synodical ELW	89486 7530 RR0005
MNO Synodical ELW	89486 7530 RR0006
Lutheran Theological Seminary, Saskatoon.....	11902 6292 RR0001
Waterloo Lutheran Seminary, Waterloo.....	10820 8786 RR0001
Luther College, Regina.....	10765 0061 RR0001
Lutheran Collegiate Bible Institute, Outlook	10764 9899 RR0001
Bethany Nursing Home, Camrose.....	11880 4459 RR0001
Lutheran Sunset Home, Saskatoon.....	13104 5613 RR0001
St. Paul's Lutheran Home, Melville.....	10808 5668 RR0001
Canadian Lutheran World Relief.....	10686 3038 RR0001
Lutheran Association of Missionaries and Pilots, Edmonton	11900 4810 RR0001

1B. Flow of Funds

For **general mission support**, the flow of funds is from individual to congregation to synod to national office. Each is responsible for using or sharing the gifts in accordance with the intent of the donor.

For **certain other items**, the congregational treasurer will send remittances directly to the national office or directly to another charity as specified by the donor.

For any donations received by the congregation, whether general or specified, and the funds are deposited into the congregation's bank account, the congregation is responsible for issuing the **donation receipts** and also ensuring all directed gifts are properly forwarded.

1C. Special Purpose Funds

By law, funds that are donated for specific purposes must be kept separate, e.g. building fund, synod benevolence, organ fund, cemetery fund. In theory, special bank accounts should be set up for each special fund. However, as this most often is impractical, it is essential that separate accounts be maintained in the church financial records for each special fund.

Depositing a cheque into the charity's bank account acknowledges acceptance of the gift, and the funds cannot be used for a purpose other than that stipulated by the donor. Therefore, if you are unsure of whether a directed gift can be spent as directed, do not deposit funds until this information is confirmed. If unable to fulfill the obligation of a directed gift, the gift must either be returned to the donor, or the donor must be asked to provide, in writing, alternative uses of the gift. The only legal way to change the purpose of the funds once they have been accepted is to obtain a court order. Even the donor cannot change the original intention once the gift has been accepted.

Special purpose accounts should only be set up after the congregational council has approved the purpose. Also, when the congregational council establishes a new special purpose fund, council should indicate where extra monies will be applied should the specific fund be over-subscribed or when the project is completed and funds are remaining in the account (essentially, how and when the special fund can be closed.)

Borrowing from special funds should not be done. As well, interest on special funds being held cannot be allocated to a different purpose.

Suggested wording for a donor to modify the restrictions of a gift in order to give the congregation ultimate control over the use of the funds:

“The donor hereby authorizes the church to use the designated funds for other church programs if the program or project for which the enclosed gift is designated has been fully funded or if the church council, in its sole discretion, decides that the program or project for which the funds are designated will not be carried out.”

Designated Giving Policy – Congregations would do well to have a general fundraising policy similar to the following. It should be printed on the offering envelopes and/or frequently publicized in the bulletin or elsewhere. Provided donors are aware of the policy, it allows congregation councils to deal effectively with designations that are no longer appropriate.

“To avoid being legally precluded from using designated funds at all if a project is oversubscribed or is terminated, the following policy is in place and is published:

Spending of funds is confined to council approved programs and purchases. Each gift designated toward an approved program will be used as designated with the understanding that when any given need has been met, or where projects cannot be carried out for any reason, designated gifts will be used where needed most.”

2. FUNDS TO BE REMITTED TO THE SYNOD OFFICE

2A. Mission Support through the Synod

Regular Mission Support of Synod

This consists of remittances from the congregation's budget for benevolence of church wide programs. The funds are to be sent from the congregation to the synod office on a monthly basis. A completed synod remittance form must be enclosed with each payment. See forms in Section B.

Directed Gifts for Synod Purposes

This consists of remittances for causes carried out in the synod program as part of its budget. These may include support for the seminaries, campus ministry, outdoor camps, homes and other programs or agencies located within a synod boundary.

2B. Mission Support through the National Church

Regular Mission Support of National Church

Working together as a church *In Mission for Others* means we respond generously with our stewardship – the sharing of our time, talents and resources that we have been first given by God. When we respond in faith, we participate in God's mission in ways that go beyond what we can accomplish alone.

Financially, within the ELCIC, we operate all levels of the church through one offering plate:

- Individuals give to and through their congregations;
- Congregations give to and through their synods;
- Synods give to and through the National Office; and
- The National Office gives to and through the wider expression of the church.

Through every expression of the church we are called to faithful and generous giving to accomplish God's mission.

Directed Giving within the ELCIC

Individual members and congregations frequently choose to provide donations for specific missions and ministries. These directed givings are additional support over and above the regular

mission support of a congregation. National Office programs include Global Mission, public policy, stewardship, leadership, and *Canada Lutheran*. Directed giving should flow from the congregation to the synod, and then from the synod on to the National Office. Donations to Canadian Lutheran World Relief, a partner of the ELCIC in the area of international relief and development work, should also be sent through the synod.

The Global Hunger and Development Appeal (GHDA)

For over 20 years, members of the ELCIC *In Mission for Others* have been working for compassionate justice by supporting the ELCIC's Global Hunger and Development Appeal (GHDA).

On July 1, 2009, the work of GHDA was integrated into the work of Canadian Lutheran World Relief (CLWR) through a new enhanced partnership between the ELCIC and CLWR. The agreement makes provision for a portion of any undesignated donations received from ELCIC sources to be directed to domestic initiatives previously supported by GHDA such as advocacy work, leadership development and training and poverty alleviation. Compassionate justice continues on under this new partnership.

ELCIC members are called to be *In Mission for Others* through the support of CLWR, enabling our compassion for helping those in need and our call, to do justice, and to love kindness and to walk humbly with [our] God (Micah 6:8) remains as strong as ever.

CLWR reaches out to the world's poor and disenfranchised in six main ways: community development; material aid shipments; emergency relief; refugee resettlement; support for alternative trade; and placement of international volunteers. More detailed information about each of these program areas can be found on CLWR's website www.clwr.org or by calling CLWR toll-free at 1.800.661.2597.

Gifts designated to CLWR for a special appeal are forwarded in their entirety according to the donor's instruction.

ELCIC members are encouraged to support the work of CLWR and donations to CLWR can be made through congregational offerings and forwarded along with your synod benevolence to the synod office. Should your congregation receive donations for the work of GHDA, they should be remitted along with CLWR donations to your synod office.

A two page fact sheet in a question and answer format entitled "Some things you might be asking about the new relationship between CLWR and the ELCIC" can be found on the ELCIC website at: www.elcic.ca/Documents/FAQreELCIC-CLWRfinal.pdf. This fact sheet outlines more details about the new partnership agreement.

3. FUNDS TO BE REMITTED DIRECTLY TO THE ELCIC NATIONAL OFFICE

There are some remittances of a congregation that must be sent directly to the ELCIC national office. These do not pertain to mission support of either the synod or the national church. Each of these payments must be made by separate cheque and have a completed remittance form enclosed with it.

3A. Church Extension and Capital Fund (CECF)

All mortgage payments of Canadian Mission congregations are to be sent directly to the ELCIC national office. These monthly payments include interest and principal and should be made in accordance with the agreement with the CECF. Congregations can make their monthly mortgage payments by pre-authorized debit. With the pre-authorized payment option, your payment is made automatically on the payment due date. There is no cost to the congregation for this service. To join, complete and sign the enrolment/authorization form found in Section B and attach a congregation business blank cheque marked “void”. Mail the form and the void cheque to the national office.

Additional payments can be applied to the principal at any time. To submit an additional payment, cheques can be made payable to the “Evangelical Lutheran Church in Canada” and forwarded to the national office. We also request that you attach a completed remittance form to the cheque to ensure that your additional payment is applied to your loan. These forms are available in Section B and also in the Treasurer’s section on the ELCIC website.

For those congregations paying by cheque, it is preferable that, on an annual basis, the regular monthly cheques for the year are postdated and forwarded to the national office. A mortgage remittance form should accompany each cheque. See forms in Section B.

3B. Lutheran Investment Funds and Endowments (LIFE)

Monthly payments for LIFE loans are to be made directly to the ELCIC national office. Congregations can make their monthly mortgage payments by pre-authorized debit. With the pre-authorized payment option, your payment is made automatically on the payment due date. There is no cost to the congregation for this service. To join, complete and sign the enrolment/authorization form found in Section B and attach a congregation business blank cheque marked “void”. Mail the form and the void cheque to the national office.

Additional payments can be applied to the principal at any time. To submit an additional payment, cheques can be made payable to the “Evangelical Lutheran Church in Canada” and forwarded to the national office. We also request that you attach a completed remittance form to the cheque to ensure that your additional payment is applied to your loan. These forms are available in Section B and also in the Treasurer’s section on the ELCIC website.

For those congregations paying by cheque, it is preferable that, on an annual basis, the regular monthly cheques for the year are postdated and forwarded to the national office. A mortgage remittance form should accompany each cheque. See forms in Section B.

The LIFE fund provides an opportunity for established congregations to borrow money to improve facilities and, at the same time, provides an opportunity for other congregations and individuals to be partners in the mission of ELCIC.

To generate funds available for loans, the LIFE fund obtains investments from individuals and congregations. Congregations and individuals may invest in cashable demand certificates or five-year term certificates at competitive interest rates. The LIFE fund then lends the money out to

the borrowing congregations at a reasonable interest rate. Further information is available from the ELCIC national office.

4. FUNDS TO BE FORWARDED TO ELCIC GROUP SERVICES INC. (GSI)

ELCIC Group Services Inc (GSI) is the Administrator of the ELCIC Pension Plan, the ELCIC Employee Life and Disability Benefits plan, the Employee and Family Assistance Plan, and the Health and Dental Benefits plan. Since January 1, 2008, GSI has also been providing the financial administration for the Continuing Education Plan (CEP) overseen by the Program Committee for Leadership in Ministry (PCLM).

General information such as descriptions of each plan, eligibility, enrollment forms and contribution and premium requirements are available on the GSI website at www.elcicgsi.ca.

Cheques should be made payable to “ELCIC Group Services Inc.” and should be forwarded monthly together with the invoice provided in order to ensure all payments are properly allocated.

For the monthly CEP contributions, a separate cheque, payable to ELCIC Group Services Inc., is required along with a completed CEP remittance form. Please ensure that all details are completed on the form so that the funds are credited to the correct employee’s account.

Please note that the employer’s pension supplemental contribution will be used to finance the unfunded liability in the Retired Benefit Account of the ELCIC Pension Plan. The supplement must not be included in the employees’ pension adjustment calculation for T4 purposes.

Per the Canada Revenue Agency, the maximum pension contribution to an employee’s pension plan account is 18% of earned income as reported in Box 14 of the T4. The employer’s and the employee’s mandatory contributions are each 5% of the Salary Basis. In many cases the Salary Basis will not be the same as the earned income as reported in Box 14 of the T4, and therefore, it is essential to ensure that the maximum of 18% of earned income is not exceeded. For further information regarding the definitions of income refer to Section 9C.

5. FUNDS TO BE FORWARDED DIRECTLY TO OTHER CHARITIES

5A. Gifts to Evangelical Lutheran Women (ELW)

Evangelical Lutheran Women Inc. (ELW) organization is incorporated at the national level. All gifts from the local ELW or congregations (see exception for MNO ELWs in the box below) are to be sent to the Synodical ELW treasurer, and they, in turn, will channel funds to the National ELW. ELCIC is committed to a strong working relationship with the Evangelical Lutheran Women Inc. The ELW web site is located at www.elw.ca.



Starting in 2010, MNO ELWs are to send all remittances to the ELW national office. This includes Grace and Praise Offerings, convention contributions and special funds: Jackie Schmitt Leadership, Memorial and the International Relationship Fund. ELW national office is at 302-393 Portage Ave. Winnipeg MB R3B 3H6

The Congregational ELW's activities fall under the corporate umbrella of the congregation. Normally, a Congregational ELW will have its own bank account and statement of income and expenses. As the congregational council must be informed on the activities of all committees and groups within its organization, ELW must submit reports to the congregational council. The minimum reporting requirement to the congregational council would be an annual report that includes the income and expenses statement and a report on the group's activities for the past year, as well as the budget and activity projections for the coming year. This report should be included in the congregation's annual report to members.

For donation receipting, the charitable organization number used by the Congregational ELW is that of the congregation. As such, the books of the Congregational ELW must be made available for review by the congregation's treasurer, auditor or other appointed person who reports to the council.

When completing the T3010, Registered Charity Information Return, the information from the ELW regarding donation receipts issued, benevolence distributed and other expenses must be included with the congregation's activities and finances. The benevolence funds distributed by the Congregational ELW are remitted to the Synodical ELW; therefore the charitable organization number to record on the T3010, Gifts to Qualified Donees, is that of the Synodical ELW. The charitable organization numbers for all the Synodical ELWs are provided in Section 1A.

Please direct questions about ELW to Ruth Vince, Executive Director, at 204.984.9163.

5B. Directed Gifts for Non-ELCIC Causes

For gifts received by a congregation for local causes or non-ELCIC causes, the congregation should send these directly to the beneficiary. Some examples include the World Mission Prayer League, Lutheran Association of Missionaries and Pilots, On Eagle's Wings, Lutheran Bible Translators, and Wycliffe Bible Translators. Congregations are encouraged to process receipts only for known registered charities.

Remember that funds transferred to other charities have to be reported on the annual filing of the Registered Charity Information Return Form T3010. To find the registration numbers for charitable organizations other than those listed in Section 1A, search on the CRA web site located at: www.cra-arc.gc.ca/tx/chrts/menu-eng.html.

5C. Gifts from Other Groups

Other committees or groups such as Sunday school, youth, etc. should report their activities to the congregational council on a monthly basis. Any special fundraising projects should only occur after the approval of the congregational council. Directed gifts from these groups must be forwarded as specified.

Any special or directed funds for synod or national ELCIC projects should be forwarded to the synod office in the same way as other congregational funds. These gifts will become a part of the congregational financial support to the synod and the national church.

6. GROUP PROGRAMS FOR ELCIC CONGREGATIONS

6A. Property Insurance Program for Congregations

The ELCIC has endorsed a comprehensive property and liability insurance program for its member parishes across Canada for the past several years. This program, administered by Aon Reed Stenhouse Inc., a global insurance and risk management consulting firm, is available to all congregations, synods and the national office. Each congregation will need only one comprehensive insurance policy that will include property, liability and bonding coverage, as well as specific liability coverage for directors and officers, pastors, counselors, etc., and any other special coverage requirements.

The program provides cost savings due to the pooling of all ELCIC premiums within one national program, as well as the competitive rating structure established through partnering with insurers specializing in insuring faith-based organizations. Rates have decreased significantly in recent years. More importantly, if covered under this program, there is assurance that complete and proper insurance is in place with universal comprehensive coverage. All congregations are encouraged to examine this program.

Aon understands the ELCIC's vision for a comprehensive national insurance program. Here are the highlights of the program:

- “All Risks” Property – covers loss or damage to insured property for “All Risks” of Direct Physical Loss or Damage except as specifically excluded. Coverage is extended to include damage caused by flood, sewer backup and earthquake.
- Boiler and Machinery – protects against sudden and accidental breakdown of pressure, mechanical, and electrical equipment causing damage to objects, and resulting damage to owned property or property under the parish's control
- Commercial General Liability – covers the parish, its employees, volunteers and directors and officers for the legal liability imposed by law for bodily injury and/or property damage to a third party that arises from the operations of the parish, and its ownership, use, maintenance or existence of the parish premises
- Physical and Sexual Abuse – covers legal liability of the parish or its employees, volunteers, directors or officers for bodily injury arising out of or from actual or threatened abuse (physical or sexual); coverage extensions included to provide reimbursement to the alleged perpetrator of civil or criminal legal defense costs incurred, where the alleged perpetrator is found innocent or proceedings are dismissed
- Crime – covers loss inside and outside church properties, including loss resulting from employee or volunteer dishonesty
- Directors and Officers Liability – covers legal liability arising out of alleged wrongful acts, defined as any actual or alleged breach of duty, neglect, error, or misrepresentation, made by directors, officers, employees, volunteers, bonafide committees or the parish itself

Further information on this program can be found in the Treasurer's section on our web site at www.elcic.ca. To obtain a price quote or request further information, please contact the corresponding Aon Reed Stenhouse insurance consultant for your synod:

Alberta and the Territories	Edmonton	Lorraine Chambers Tel: 780.423.9406 Fax: 780.423.9876 E-mail: lorraine.chambers@aon.ca
British Columbia	Vancouver	Tim Snyders Tel: 604.443.2471 Fax: 604.682.4026 E-mail: tim.snyders@aon.ca
Eastern	Toronto	Sabrina Granese Tel: 416.868.5801 Fax: 416.868.5580 E-mail: sabrina.granese@aon.ca
	Thunder Bay	Scott Wrigley Tel: 807.346.7408 Fax: 807.345.1012 Email: scott.wrigley@aon.ca
	Montreal	Maxime Brien Tel: 514.840.7745 Fax: 514.842.3456 E-mail: maxime.brien@aon.ca
	Halifax	Paul Brown Tel: 902.429.6627 Fax: 902.429.9087 E-mail: paul.brown@aon.ca
Manitoba/Northwestern Ontario	Winnipeg	Pamela Pyke Tel: 204.934.0234 Fax: 204.956.2148 E-mail: pamela.pyke@aon.ca
Saskatchewan	Saskatoon/ Regina	Kevin Madden Tel: 306.975.8860 Fax: 306.665.2606 E-mail: kevin.madden@aon.ca

Risk Control Bulletins – Two risk control bulletins, one on "Cold Weather Slip and Fall Prevention for Places of Worship" and another on "Protecting Places of Worship Fire Safety" are available in the Treasurers Resources section of the ELCIC website.

6B. Payroll Preparation Program for Congregations

A payroll preparation program for our congregations and related organizations has been established through Ceridian Canada Ltd. This program has been set up to assist employers in fulfilling payroll obligations and to greatly reduce the time and commitment required of the volunteer treasurers.

Once payroll for your organization has been set up with Ceridian, the deductions for each of your employees can be calculated and the net pay directly deposited to their bank accounts. Ceridian can also calculate and submit remittances to the Receiver General, prepare Record of Employment (ROE) forms, and generate T4s at year-end. For further information, check the Treasurer's section of our web site at www.elcic.ca.

Ceridian has a web based product called "Powerpay Web" which allows you to easily produce your payroll over the internet. Another payroll solution is called "Powerpay Phone". This product enables you to produce your payroll each pay period by calling in and talking to a live CPA (Canadian Payroll Association) certified customer care representative. ELCIC members will receive a 15% discount on Powerpay and a 10% discount on Phone in Pay in addition to receiving a reduced implementation fee of \$50 on either product.

To enroll in the program and receive the group discount offered by Ceridian, contact:

Alex Del Signore
E-mail: alex_delsignore@ceridian.ca
Telephone: 1.905.947.7026

Ceridian also maintains a web site at www.ceridian.ca and toll free line 1.877.237.4342 which provides information on payroll matters.

6C. Pre-Authorized Remittances (PAR)

Pre-Authorized Remittance (PAR) is a "direct debit" program that allows people to support their church through an automatic monthly withdrawal from their bank account. Congregational members often find that monthly direct debiting allows them to more intentionally plan and honour their financial commitments to their congregation. A donation can be designated to current expenses and/or other special funds, just like it is on an offering envelope.

If your congregation wishes to use a pre-authorized remittance plan for member donations, check with your financial institution to see if they can provide the service at a reasonable cost. FaithLife Financial has a Pre-authorized Offering Program (POP). Details can be found on their website at www.faithlifefinancial.ca.

Another alternative solution is the Pre-Authorized Remittance (PAR) program offered to ELCIC congregations by The United Church of Canada. For further information and materials on the Pre-Authorized Remittance program, please contact:

PAR Program Administrator
Financial Stewardship
The United Church of Canada

300 - 3250 Bloor Street West
Toronto, ON M8X 2Y4

Tel: 416.231.5931 Ext. 3050

Fax: 416.231.3103

E-mail: par@united-church.ca

Web Site: www.united-church.ca/getinvolved/donate/howto/par

7. DONATIONS AND LUTHERAN PLANNED GIVING

7A. Official Donation Receipts

Issuing Official Donation Receipts

The congregation is responsible for issuing donation receipts for any donations received by the congregation, whether general or specified, and the funds are deposited into the congregation's bank account. Congregations must carefully evaluate all contributions to ensure the qualifications for an official receipt for income tax purposes are met.

To qualify to receive an official donation receipt, the donation of money or property must be an outright gift. A gift is made in any circumstance where all three of the following conditions are satisfied:

- 1) Property (usually cash) is transferred to a registered charity. Non-cash gifts such as stocks, real estate, used furniture, etc, must be appraised by a qualified independent appraiser.
- 2) The transfer of property is voluntary.
- 3) The transfer is made without expectation of return. No consideration, or benefit of any kind to the donor, or to anyone designated by the donor, may result from the payment.

In most cases, this rule can be applied relatively easily to determine whether a particular payment is a gift or some form of non-qualifying contribution. If the contribution does not qualify as a donation, an official receipt for income tax purposes cannot be issued. If doubt exists about a particular transaction, contact the synod office or the Charities Directorate.

Following are some **examples of special situations**:

- Donation receipts cannot be issued for **volunteer time**. If a volunteer service is provided and the supplier wishes to receive a donation receipt, the supplier must present an invoice to the congregation; the congregation pays the invoice; the supplier then provides the cash donation back to the congregation. A donation must involve property, and "time" does not qualify as "property" until it has been paid for. The Charities Directorate states that the transfer of funds must flow through the bank accounts of both the charity and the donor. If donating out-of-pocket expenses, the provider should be reimbursed and then return the funds to the charity. In this way, the donation flows through the bank account of both the donor and the donee.
- If a donor directs funds to a **specified person** inside a specified program, the funds received by the charity might not qualify for an official receipt for income tax purposes. Donations

made to charities can be subject to a general direction, but decisions regarding specific beneficiaries of one of its established programs must be the exclusive responsibility of the charity. The gift must be directed towards the charity and not towards the individual.

- A charity may not act as a conduit to simply **transfer funds** to a person or an organization whose activities, although charitable, are not considered to be related in any way to the activities of the charity. To qualify as a donation to a charity, the amount must be given to the charity for its use in pursuing its own charitable objectives.
- Donations directed to a **foreign agency** might not be qualifying contributions. When a donor directs a charity to send a gift to another charity, that other charity must normally be a registered Canadian charity. A charity's charitable objectives may include activities carried on jointly with another charity, or may include the funding of charitable activities carried on by other charities, including foreign charities. The national office of ELCIC works with CLWR and LWF to assist in carrying out our commitments to the rest of the world. Funds to missionaries and global missions, CLWR and LWF should be sent through the synods to the national office to be distributed.

Information Appearing on Official Donation Receipts

Canada Revenue Agency indicates that an official donation receipt must include, in a manner that cannot be readily altered, the following information:

For cash gifts -

- statement “Official Receipt for Income Tax Purposes”
- serial number of receipt
- congregation’s name
- congregation’s address
- charity registration number
- date donation received
- eligible amount of gift for tax purposes
- name, initial and address of the donor
- date receipt was issued
- location receipt was issued
- authorized signature
- statement “For information on all registered charities in Canada under the Income Tax Act, please contact: Canada Revenue Agency www.cra.gc.ca/charities”

For non-cash gifts – in addition to the above, also include the following:

- description of property
- name and address of appraiser
- the eligible amount of gift for tax purposes is the fair market value of the property at the time the gift was made

For gifts with an advantage – when the donor receives something in return for the gift other than a nominal amount (i.e. meal, book, golf tournament, etc.), the receipt must also include:

- total amount received (cash or fair market value)

- value of advantage (cash or fair market value of property or services)
- eligible amount of gift for tax purposes (total amount received less value of advantage)

For example, a donor pays \$50 to attend a fundraising dinner where they receive a meal valued at \$20. The total amount received by the charity is \$50 and the value of the advantage (the meal) is \$20. Therefore the eligible amount of the gift is \$30. If the amount of the advantage exceeds 80% of the fair market value of the gift, the charity is advised to contact the CRA before issuing a receipt.

Each **receipt must be prepared** in duplicate, must be signed by an authorized person, and must bear its own serial number. In preparing official donation receipts, a congregation must indicate the year in which it actually received a gift. If a gift is dated, mailed, and postmarked in one year and received in the next year, the congregation can issue a receipt indicating the year appearing on the postmark as the date it received the gift. A charity must keep on file a copy of all official receipts that it issues.

Receipts can have a **facsimile signature** if they are imprinted distinctly (usually by a commercial printer) with the name, address, and BN/Registration number of the congregation and are serially numbered by a printing press or numbering machine. In addition, all unused receipt forms must be kept at the charity's Canadian address.

To replace a **lost or spoiled receipt**, a congregation can issue a replacement which must contain all required information plus a notation to the effect that it "cancels and replaces receipt No. "XXX" (insert the serial number of the lost receipt). The congregation's copy of the lost receipt must be retained and marked "cancelled." In the case of a spoiled receipt, all copies must be retained by the charity and marked "cancelled." The congregation can then issue another receipt.

To **correct printed receipts**, a congregation can use a stamp that clearly shows a change of name, address, or BN/Registration number if you want to use the remaining stock of official donation receipts before ordering a new supply. Make sure that the incorrect information is crossed out, either by the stamp or by hand.

CRA indicates that a registered charity can issue **computer-generated electronic official donation receipts** as long as they are readable and the reliability of the computer data entries is sufficiently protected. Protection against unauthorized changes to the data entries is the key security concern. An ideal computer system should incorporate user authentication (user-identifications validated by passwords) with access controls to restrict entry to and modification of donor contribution records. CRA recommends that donor records be stored on nonerasable media, such as CD-ROMs, micro-fiche, or printouts, with copies kept off-site for recovery purposes. When electronically-kept records are changed from one format to another, the record-keeper is responsible for ensuring that the change does not result in the loss, destruction, or alteration of the information.

A registered charity is required by law to keep adequate books and records. If it fails to adequately safeguard and maintain records in a readable and reliable manner, it could be considered to have failed to meet this requirement.

Sample Donation Receipt

Following is a sample of a donation receipt for a **cash** donation. Please note that this receipt contains the information that must be provided according to the Income Tax Act. However, this

sample receipt is only a guide and your receipts do not have to appear exactly as presented but must contain all the relevant information. Adjustments to the receipt will be necessary to accommodate information requirements for non-cash donations or gifts with an advantage.

Official Donation Receipt for Income Tax Purposes	
Congregation Name	Serial No. of Receipt
Congregation Address	
City, Province, Postal Code	Date Receipt Issued
Charity Registration Number	Location Receipt Issued
	Date Donation Received
	Eligible Amount of Gift for Tax Purposes
Name of Donor (first name, initial, last name)	
Address of Donor	
City, Province, Postal Code	Authorized Signature
For information on all registered charities in Canada under the Income Tax Act, please contact: Canada Revenue Agency www.cra.gc.ca/charities	

Other samples of donation receipts can be found on the Charities website at:
<http://www.cra-arc.gc.ca/tx/chrts/pbs/rcpts-eng.html>.

Gifts of Securities (Capital Property)

The Income Tax Act sets out special rules for the donation of appreciated securities (**stocks, bonds, mutual funds and income trusts**) that are traded on a recognized exchange. The capital gain resulting from disposing of such securities is not taxed when there is a gift-in-kind to a registered charity. This special treatment makes such gifts highly advantageous from the donor's point of view.

Most securities today are held in electronic form. To qualify as a gift-in-kind, the securities must be transferred from the donor to the charity without being sold. A gift-in-kind must therefore be made by electronically transferring the ownership of the security from the donor's account to the charity's. If a congregation intends to receive such gifts, it must open the appropriate type of account with a stock broker or investment dealer.

Issuing a donation receipt for donations of appreciated securities can pose special problems. The general rule for valuing gifts is to use the fair market value at the time the gift is made. Because electronic transfers between financial institutions can take 5-10 working days (and sometimes more), and since the value of securities can fluctuate because of normal trading patterns, Canada Revenue Agency addressed the receipting of such gifts in its *Registered Charities Newsletter* #12, Spring 2002. Following are excerpts from that newsletter:

Date of the Donation - As a general rule, the date of a gift of electronically transferred shares is the date the shares are received in the charity's account. In such cases, the donor's intent to make the gift has been communicated to the charity and the charity has indicated its intent to accept the gift by providing the donor with its account number.

However, this rule may not apply in all cases, and you should carefully review the facts of each situation to determine the timing of the gift. For instance, the donor and charity may have entered

into a written agreement which effectively transferred ownership of the shares to the charity prior to physical receipt by the charity.

Valuation - The *Income Tax Act* does not provide guidance in determining how a gift of shares should be valued. A careful review of the facts of each situation should be made to determine the "fair market value". The CRA has, as a general rule, accepted the use of the closing bid price of the share on the date it is received or the mid-point between the high and the low trading prices for the day, whichever provides the best indicator, given the circumstances, of fair market value on normal and active market trading.

Some other factors that may have to be taken into consideration are: the size of the block of shares in relation to the whole; the volume traded; the attributes of the shares; whether the donor had control or was a minority shareholder; whether there were any restrictions on the transferability of the shares; and whether the shares were thinly traded, requiring a look at trades over a longer period of time.

If you have any questions regarding valuation of gifts of shares, please contact the client assistance unit of the Charities Directorate at 1.800.267.2384 (English) or 1.888.892.5667 (French & English).

Donation Receipts – The donation of securities is treated as a gift-in-kind (non-cash gift), and the following information is also required on the donation receipt:

- Description of property – identify the type of security (stocks, bonds, mutual funds or income trusts)
- Eligible amount of gift for tax purposes – is the fair market value of the security when the charity takes possession of the security, that is, when the security appears in your account

Brokerage Accounts - The ELCIC national office and most synods have established their own brokerage accounts and are able to accept donations of securities on behalf of congregations. In such cases the national office or the synod would accept the transfer and sell the securities immediately. The proceeds of the sale, minus any sales commission charged by the broker, are then forwarded to the congregation by cheque. The national or synod office would process the donation receipt and send it to the donor, thereby relieving the congregation of any administrative responsibility.

Need Advice - If a congregation is approached by a donor with the offer of a gift of securities, advice is available from Lutheran Planned Giving at 1.888.786.6707 Ext. 172 or tgallop@elcic.ca.

7B. Lutheran Planned Giving

Introduction - Lutheran Planned Giving (LPG) is a ministry of our church to congregations and individual members. Its mandate is to encourage and assist people to make planned gifts to the church in all its expressions: congregations, synods, national church, organizations and institutions.

Planned giving is the process of choosing gifts with an eye to realizing the donor's philanthropic objectives while maximizing the financial benefits. These benefits come largely from the

treatment of charitable giving in the Income Tax Act. As an example: whenever someone leaves money to the church in their will that is a planned gift. Approximately 80% of all planned gifts to all charities across Canada come as bequests through wills.

Planned giving is a form of financial stewardship. Most ELCIC members know stewardship through their regular offerings. Compared to Sunday offerings, planned gifts:

- Are made much less frequently, usually only once or twice in a donor's lifetime;
- Come from accumulated financial assets, as opposed to income;
- Are significantly larger in dollar value.

In addition to bequests, planned gifts may come in the form of:

- ***Gifts of life insurance.*** The ELCIC or a congregation may be named as the beneficiary of life insurance proceeds, or as owner of the policy **and** beneficiary. These two variations have different receipting implications.
- ***Gifts of RRSP or RRIF proceeds.*** The ELCIC or a congregation may be named as the beneficiary of a registered retirement plan.
- ***Gift annuities.*** A gift annuity is a combination of an immediate gift of cash plus an annuity contract. The latter provides a guaranteed income to the donor for their lifetime.
- ***Gifts of appreciated securities.*** See the material in section 7A, "Official Donation Receipts" for a detailed explanation of these gifts.

Services - Information about planned giving is available to congregations and individuals. Congregations can arrange with their synod's stewardship consultant to put on a program that makes people aware of the opportunities to make a planned gift, and encourages them to remember the church in their will. A list of these consultants appears below.

From time to time a congregation may be notified by an executor that it is a beneficiary of the estate of one of its members (or sometimes, even a non member). Often an executor will ask a congregation to sign a waiver of its rights. Signing any document without first fully understanding the implications is always dangerous. In these cases, it is useful to consult with the LPG national coordinator about the congregation's rights and privileges under the will. The power to decide remains with the congregation, but information may enhance its position and may even lead to receiving more money.

More information about Lutheran Planned Giving may be found on the ELCIC web-site. Go to www.elcic.ca and click on "What We Do", then "Lutheran Planned Giving".

National Coordinator

Trina Gallop
(204) 984-9172
tgallop@elcic.com

Synod Stewardship Consultants

British Columbia Synod

Rev. Greg Mohr
(604) 524-1318
gmohr@elcic.ca

Synod of Alberta and the Territories	Lorraine Kalis (780) 490-0882 lorrainekalis@shaw.ca
Saskatchewan Synod	Rev. Roger Haugen (306) 244-2474 rhaugen@elcic.ca
Manitoba/Northwestern Ontario Synod	Rev. Larry Ulrich (204) 889-3760 lulrich@elcic.ca
Eastern Synod	Jeff Pym (888) 308-9461 lpg@worldchat.com

Planned Gift Records – Please see section 8H Financial Record Retention for information on maintaining a file on a planned gift.

8. OTHER INFORMATION FOR TREASURERS

8A. Financial Controls

Congregations must ensure the following basic financial controls are in place:

With Respect To Cash Receipts – Required Financial Controls

- Two persons should be responsible for counting and recording cash receipts. Both counters should sign off the record of cash receipts for each particular count.
- The two persons responsible for counting must not be related.
- Upon completing and recording the count, the bank deposit is prepared and placed in safe-keeping until it can be taken directly to the bank.

With Respect To Cash Receipts – Desired Financial Controls

- The two-person counting teams should be rotated so the same two people do not always count together.
- The two-person team that counts and records the deposit should not include the Treasurer or Financial Secretary.
- If a deposit cannot be made immediately or if a night deposit is not available, a safe should be available to store the deposit until it can be taken to the bank. Some financial institutions have experienced tampering of their night deposit boxes. Do not leave your deposit in the night deposit box if it does not appear to be working properly. Place the

deposit in another locked and safe location, delivering it to the bank on the next business day and notifying the bank of the suspected problem.

With Respect To Cash Disbursements – Required Financial Controls

- Two signing officers for cheques are required.
- Signing officers must not be related.
- Cheques must not be signed in advance and left blank.
- Prior to signing cheques, supporting invoices and vouchers must be reviewed and initialed by cheque signatories where applicable.

With Respect To Cash Disbursements – Desired Financial Controls

- Cancelled cheques should be returned with bank statements. Some financial institutions now provide a copy of the cheque front and back with the monthly bank statements rather than returning the original cheque.

With Respect to Online Disbursements – Required Financial Controls

- Password only access to internet banking
- On a regular basis – weekly, if transactions are done on a weekly basis or monthly, if transactions are done on a monthly basis – the second signatory to the bank account to review a print-out of the online transactions and the supporting documentation (invoices and vouchers).
- Both the supporting documentation and the online transaction report to be initialed by two cheque signatories. The online transaction report to be retained in a file for audit purposes

Monthly Reporting

- Monthly review of revenue and expenditures by the congregational council.
- Monthly review of bank statement and bank reconciliation by a representative of the congregational council.

Other Reporting

- The representative of the congregational council who reviews the bank statements and reconciliation should periodically inform the church council that all statutory remittances have been made. Board members are personally liable if certain payments such as CPP, EI and incomes taxes are not submitted.

Annual Audit

Congregational councils should consider a formal audit when size and resources allow. However, if not financially feasible, an option is to have two unrelated individuals knowledgeable in finances to review the financial records.

The preparation and review of annual financial statements and records be done on a timely basis by persons not involved in the day to day financial administration. The essential areas to be reviewed include the following:

- Cheques reviewed for two signatures, proper payee corresponding to related supporting documents (invoices or expense claims), and cheque endorsement corresponds to payee;
- Bank deposits compared to the bank statements, signed counting records, and monthly bank reconciliations; and
- Financial statements compared to the previous year and budget on a line-by-line basis and any unusual fluctuations explained.

8B. Registration with Companies/Societies Acts

Depending on provincial law, there will be annual forms to file with the province. Completing these forms maintain the congregation as a corporation so that it can hold title to property and limit liability of members, etc. In most provinces, a copy of the latest audited financial statement will have to be submitted to the registrar of companies with the annual filing. For further information, check your provincial government's website under the corporations or business branch or registry.

8C. Tax Filing Requirements for a Charitable Organization

All ELCIC congregations that are registered charities are annually required to complete the Registered Charity Information Return Form T3010B. Failure to complete this annual return will result in a \$500 penalty in addition to having your charitable registration status revoked. Your congregation will be required to pay this penalty before a request for re-registration is considered. If a congregation loses its charitable status, the donation receipts issued by the congregation will not be deductible on the income tax returns of the donors.

The T3010B form is to be completed and filed annually within six months of your fiscal year-end and is to be accompanied by the congregation's financial statements. A copy of the return should be kept with the congregation's files for reference in the following year.

It is recommended that church council make a permanent agenda item for the same council meeting each year to approve the T3010B and authorize someone to sign it. This way, the church council will know it has been done and the charity's status is protected.

Be sure to have all important documents and forms mailed to the permanent address of the congregation so that filings won't be missed if the member who usually completes the form is no longer involved with the congregation.

The Canada Revenue Agency introduced a **new Registered Charity Information Return Form T3010B** for fiscal periods ending on or after January 1, 2009. The Registered Charity Information Return T3010B is now comprised of a simple core form with topic-related schedules. The CRA anticipates that the new form will reduce the filing burden for smaller charities. It will also provide the public with more meaningful information about registered

charities, allowing them to make better informed donor decisions. Charities that file on the wrong form will have it returned with a request to file on the right form.

Forms and topic-related schedules included with the new Registered Charity Information Return Form T3010B (09) package include the following:

Note: Schedules are to be completed only if applicable to your congregation. As you proceed through the different sections of Form T3010B, it will become evident if you are required to complete the schedules for your congregation.

- Schedule 1, Foundations (Refer to T3010B Section A3)
- Schedule 2, Activities Outside Canada (Refer to T3010B Section C4)
- Schedule 3, Compensation (Refer to T3010B Section C9)
- Schedule 4, Confidential Data (Refer to T3010B Sections C7 & C10)
- Schedule 5, Non-Cash Gifts (Refer to T3010B Section C11)
- Schedule 6, Detailed Financial Information (Refer to T3010B Section D)

Note: You are required to complete these two forms.

- Form 1235, Directors/Trustees & Like Officials Worksheet (T3010B Section B1)
- Form 1236, Qualified Donees Worksheet (Refer to T3010B Section C3)

Note: Use this worksheet to track capital gains and to calculate and track disbursement quota. Do not submit this worksheet with your information return; it is for your use only.

- Form T1259, Capital Gains and Disbursement Quota Worksheet

The T3010B return is sent directly to each registered charity by the Canada Revenue Agency. The barcode label received on the Basic Information Sheet (BIS) should be affixed to the return forms.

Effective January 2009, **Guide T4033B** Completing the Registered Charity Information Return will no longer be mailed to each charity. You can access this guide at the CRA website, www.cra-arc.gc.ca/E/pub/tg/t4033b/README.html or by calling 1.800.267.2384. To complete the return, please refer to the guide and to the copy of the prior year's return for your congregation. It is recommended that you obtain a copy of this guide to assist you in completing the new T3010B form in accordance with the new requirements.

Prior to submitting your annual return, review the **checklist** found on page 4 of Form T3010B to ensure you have completed and are submitting all the required documentation.

Here is a summary of some of the changes and new requirements on the Registered Charity Information Return:

- The 3.5% disbursements quota now applies to all registered charities with fiscal periods that begin in 2009. A charity calculates its 3.5% disbursement quota based on the average value of property it owned at the end of the 24 months before the beginning of the fiscal period, and that was not used directly in charitable activities or administration. For more information on the 3.5% disbursement quota, see "Property not used in charitable activities or administration" at pages 27 to 28 of the T4033B Completing the

Registered Charity Information Return guide. Page 28 outlines some examples on calculating the average value.

- More details are required on activities outside Canada (Schedule 2):
 - Must indicate name of individual, country code, and amount
 - New question regarding projects funded by CIDA
 - New question regarding exporting goods as part of a charitable program with a table asking for the item, value, destination and country code
- More information on compensation is required (Schedule 3):
 - Report ten most highly compensated employees instead of five
 - More salary bands – up to \$350,000 and over
 - Report number of permanent full time compensated positions not including contractors
- Additional information required concerning external fundraisers including their name and whether or not they are at arm's length (Schedule 4)
- More information required on donors not resident in Canada that have made gifts of \$10,000 or more (Schedule 4):
 - Include name of donor, amount of donation, and whether the donor was an organization, government or individual.
- For non-cash gifts, you need to include total eligible amount of tax receipted non-cash gifts (Schedule 5)
- Changes to Form T1235 (09) Directors/Trustees and Like Officials Worksheet are:
 - Need to specify start and end date of term of office
 - Charities subject to the Ontario Corporations Act can complete Form RC232-WS, Director/Officer Worksheet and Ontario Corporations Information Act Return instead of Form T1235.
- Changes to Form 1236 (09) Qualified Donees Worksheet are:
 - Gifts are now broken down by enduring property, specified gifts and gifts-in-kind
 - Gifts no longer have to be listed from largest to smallest.
- For compensation to directors/trustees, adds persons not at arm's length (T3010 B Section C8).
- Section D Financial Information – charities complete either T3010B section D (short version) if none of the thresholds outlined apply, or the longer Schedule 6 Detailed Financial Information.
- Changes to the Detailed Financial Information (Schedule 6) are:
 - Assets includes four new lines (4155 to 4166) requiring further breakdown of capital assets
 - Revenues has two new lines, one requiring information about revenues outside Canada (Line 4575) and the second reporting type of revenue included at line 4650.

- Expenditures has two new lines, one (Line 4891) to split our cost of purchased supplies and assets from donated goods at line 4890, and the second (Line 4930) asking charities to specify the type of expenditure included in line 4920.

If you require further assistance, contact your synod treasurer or the Charities Directorate. See pages A-3 & A-4 for contact information.

All CRA forms and publications are available on the CRA's Web site at www.cra.gc.ca/tx/chrts/formspubs/menu-eng.html, or by calling 1.800.267.2384.

8D. Record of Employment Forms

Whenever an employee, including clergy, leaves their position, the employer must complete a Record of Employment form within five days of termination. One copy of the form is given to the employee, one copy is sent to Human Resources Development Canada, and one copy is kept by the employer.

These forms are serially numbered and must be requested from the Human Resources Development Canada office that is listed under the government contacts in the back of your local telephone directory. If you utilize the services of Ceridian, they will assist you in completing this form.

8E. T5 Summary and Supplementary

The T5 forms are used to report interest paid to individual investors if the congregation has issued trust certificates on which interest is paid. This does not include interest paid to a bank on a bank loan. These forms are to be filed annually before the last day of February.

If you are required to file these forms, you can download the T5 Supplementary, the T5 Summary, and the T5 Guide – Return of Investment Income (T4015) for assisting in the completion of the forms from the CRA website. These publications and forms are also available by contacting CRA Forms & Publications at 1.800.959.2221.

Effective January 1, 2010, you are required to file information returns electronically if you file more than 50 T5 information returns (slips) for a calendar year. Mandatory electronic filing relates to the date of filing, not the tax year of the returns being filed.

8F. GST/HST

Goods and services tax (GST) or harmonized sales tax (HST) is a tax that applies on most supplies of goods and services made in Canada. Three participating provinces (Nova Scotia, New Brunswick, and Newfoundland and Labrador) harmonized their provincial sales tax with GST to create the HST. HST applies to the same base of goods and services as GST. The current GST/HST rates (on or after January 1, 2008) are as follows:

- GST rate is 5%
- HST rate is 13% (5% federal and 8% provincial)

The Ontario and British Columbia provincial budgets are proposing a harmonized sales tax which would come into effect on July 1, 2010. The HST would apply to transactions that are currently subject to the 5% GST. Proposed HST rates are as follows:

- Ontario – HST rate proposed is 13% (5% federal and 8% provincial)
- B.C. – HST rate proposed is 12% (5% federal and 7% provincial)

Check the CRA website at www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html for information on GST/HST.

GST Public Service Bodies' Rebates - Registered charities are entitled to claim a 50% rebate of the GST paid on eligible purchases and expenses or 50% of the federal part of the HST paid on eligible purchases and expenses.

The GST rate (and federal part of the HST) is currently 5%. If the expense is one on which GST is normally paid, but the GST is not clearly shown on the receipt as a separate amount, the GST has most likely been included and can be calculated using this formula:

Total Payment x 5/105.

Example - \$15.00 x 5/105 = \$0.72 GST included in the \$15

The GST rebate claim Form GST66 or the personalized version Form GST284 (Application for GST/HTS Public Service Bodies' Rebate and GST Self-Government Refund) must be submitted semi-annually for the periods of January to June and July to December.

For a copy of the GST/HST Public Service Bodies' Rebate guide RC4034 and the rebate form, check the CRA website at www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rbts/psb/menu-eng.html.

8G. Federal Gasoline Excise Tax Refund Program

If a registered charity reimburses volunteers or employees for use of the individual's automobile, a federal gasoline excise tax refund may be claimed. The refund is either \$0.0015 per kilometer driven and reimbursed or \$0.015 per litre of gasoline purchased. The rebate may be applied for using the form "XE8 – Application for Refund of Federal Excise Tax on Gasoline". The form and instructions can be located in the forms and publications section of the CRA web site.

Example:

If 50,000 km is reimbursed, the refund would be 50,000 km x \$0.0015 = \$75

Or

If 5,000 litres of gas is purchased, the refund would be 5,000 litres x \$0.015 = \$75

8H. Books and Record Retention

Retain permanently:

- Financial ledgers, journals, current and old insurance policies, employment and payroll records, receipts and records applying to gifts where donor directed that funds be held for at least 10 years
- Minutes of meetings of church council, meetings of members, all governing documents and bylaws. Copies of key documents and records should also be kept in a separate location (preferably off-site) for back-up purposes.

Retain for a minimum of 6 years after the year end to which they pertain:

- Supplies invoices, mileage logs, GST records, income tax receipts and all records backing up such gifts.

Books and records may be destroyed at an earlier time than outlined above if CRA gives written permission for their disposal. To get such permission, complete and send in CRA Form T137, *Request for Destruction of Books and Records*.

Further information on record retention can be obtained in the CRA Information Circulars IT78-10R4 – *Books and Records Retention/Destruction* and IC05-1 - *Electronic Record Keeping*.

Planned Gift Records - When a congregation receives a planned gift, it is important to establish and maintain a file of information about the gift.

Contents - The gift file might contain any of the following types of documents:

- A will or copy of the relevant bequest clause
- Application for probate, or other form filed with the court or sent by the estate executor
- Insurance forms, such as beneficiary change form or absolute assignment (ownership transfer) form
- Endowment or gift agreement
- Annuity agreement
- Stock or mutual fund transfer form
- Correspondence with donor, executor, insurance company, etc.

Retention - It is prudent to retain these files permanently. Reasons include the following:

- If the donor has given direction on how the gift is to be used, or specified that the capital of the gift is to be retained in perpetuity, such directions have permanent effect. A congregation may be called upon to prove that it is fulfilling its legal obligations.
- A family member of the donor, or a member of the congregation, may have a question about how the gift was applied. It is important to have a complete record as reference for an answer to such questions. The written record is the only authoritative voice when it comes to determining “how my father wanted the money to be used”.

Storage and Access - Gift files should be kept with other important congregational documents in a secure location. Measures should be taken to protect them against accidental destruction and

loss. The congregational council should have a policy statement concerning who has responsibility for custody of the files, and who has access to the information in them. If the donor has indicated that his/her identity or other information should remain confidential, appropriate steps must be taken to ensure that these wishes are respected.

8I. Personal Information Protection and Electronic Documents Act (PIPEDA)

Effective January 1, 2004, the Personal Information Protection and Electronic Documents Act (PIPEDA) came into force for all organizations. In November 2003, National Church Council (NCC) adopted a Policy to Protect Personal Information in the ELCIC. This policy ensures that the personal information provided to us from ELCIC members is collected, used and protected appropriately. To ensure your congregation or organization is properly protected, it is recommended that PIPEDA be followed.

Personal information covers all information an organization collects, retains or uses that can in any way identify or give information about an individual. It does not include the name, title, and business address or business contact information of an organization's employee.

In order to protect personal information, PIPEDA lays out ten principles that an organization's privacy policy should reflect:

1. Accountability
2. Identifying Purposes
3. Consent
4. Limiting Collection
5. Limiting Use, Disclosure and Retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual Access
10. Challenging Compliance

The national office privacy policy and compliance practices are located on the ELCIC web site at www.elcic.ca. On the home page, choose "Resources", then "Document" and select "Privacy, PIPEDA and the ELCIC".

For questions or queries regarding the Policy to Protect Personal Information in the ELCIC, please contact:

Trina Gallop
ELCIC Privacy Officer
Evangelical Lutheran Church in Canada
302-393 Portage Avenue
Winnipeg, Manitoba R3B 3H6
Phone: 204.984.9172
Email: tgallop@elcic.ca

8J. Correspondence

It is recommended that all important documents, correspondence, banking information and government forms be mailed to the permanent address of the congregation. As volunteers in the church change from time to time, this would prevent any correspondence from being missed if the volunteer is no longer involved in the church.

8K. ELCIC Software Licensing Program

Available to all ELCIC synods and congregations, the Software Licensing Program (SLP) provides congregations with the opportunity to purchase software at a reduced price under a license for charities and not-for-profits. Many Microsoft products are available under this program, as well as some Adobe and Corel products too. As all software is registered to the ELCIC and not to the individual user, the software must be used explicitly for business and is not for personal use.

For further information, please contact Rick Natividad, Information Technology Coordinator at the national office. Rick can be reached at rnatividad@elcic.ca or 204.984.9191 or toll free 1.888.786.6707 Ext 191. An order form is provided in Section B.

8L. Basic Guidelines for Maintaining Charitable Registration

Following is a checklist outlining basic guidelines to help registered charities identify and comply with the legal requirements for maintaining registration. For detailed information on each of these requirements, visit the Canada Revenue Agency (CRA) Web site at www.cra.gc.ca/checklists.

- Engage only in allowable activities
- Keep adequate books and records
- Issue complete and accurate donation receipts
- Meeting annual spending requirement (disbursement quota)
- File annual T3010 information return
- Maintain the charity's status as a legal entity
- Inform the Charities Directorate of any changes to the charity's mode of operation or legal structure

9. PAYROLL AND T4 FORMS

Examples for calculating payroll and the corresponding year-end T4 Supplementary Forms are illustrated in section 10. Please note that these examples are for illustrative purposes only. When preparing the payroll for your employees, please use the salary and benefits amounts that are indicated in the employee's call documents, your synod's salary guidelines, and your province's current year tax tables. If information on statutory or general holidays is not covered in your synod salary guidelines, check your provincial government's website under employment or labour standards for the eligibility and minimum requirements for your province.

The year used for the payroll examples is 2009. Please note that in calculating the Pension Adjustment in Box 52 of the T4, the employer supplemental contribution to the pension plan will be used to finance the experience deficiency that has emerged in the retired life portion of the fund. Therefore the supplemental amount should not be included in the calculation of the employee pension adjustment.

If you wish to use a payroll preparation service, a group discount has been arranged with Ceridian. Please refer to the information in 6B – Payroll Preparation Program for Congregations.

9A. Payroll Information

To prepare payroll, please read through this section in its entirety and the GSI website at www.elcicgsi.ca for the Pension and Group Benefit Plans of the ELCIC. As well, further information is available on the CRA web site at www.cra-arc.gc.ca/tax/business/topics/payroll/ or from any tax office:

- T4001 - Employers' Guide - Payroll Deductions and Remittances
- T4130 - Employers' Guide - Taxable Benefits
- T4032 - Payroll Deductions Tables for your province for the current year

9B. Taxable Benefits

Taxable benefits are those benefits or allowances paid by the employer on behalf of the employee that must be recorded on the T4. The payment is made either to the employee (cash) or directly to the creditor who supplied the goods or services to the employee (non-cash). If the employer pays an expense directly to a supplier on behalf of an employee, and the expense is not deductible on the employee's personal tax return, the total amount paid by the employer must be included in the income of the employee.

When you pay or provide a taxable benefit or allowance to your employee in addition to salaries and wages, you have to include the value of the benefit in the employee's income. This applies to all cash and non-cash benefits or allowances that are taxable.

To determine the total amount subject to payroll deductions, you must add the taxable benefit or allowance to the employee's income each pay period and withhold deductions in the normal manner. For tax purposes, if a non-cash benefit is of such a large value that withholding of income tax will cause undue hardship, you can spread the withholding over the balance of the year.

9B.1 Taxable Life Insurance Premiums

The life insurance coverage for employees under the ELCIC Group Benefits Plan is 3 times annual salary. “Salary” is defined under the Pension and Benefits Plans information on the GSI website. The premium for this coverage is part, but not all, of the 3.25% of salary for 2009 paid by the employer to Group Services for life, disability and EFAP coverage.

According to CRA, any life insurance premiums paid by an employer on behalf of an employee are taxable and pensionable (CPP must be deducted) but are not insurable (EI is not deducted).

On the T4 slip, this benefit would be reported in Box 14 “Employment Income” and also in included in Box 40 “Other Information - Other Taxable Benefits & Allowances”.

To calculate the taxable benefit, refer to the information provided on the GSI website at www.elcicgsi.ca.

9B.2 Clergy Housing Allowance Benefit and Clergy Residence Deduction

Definitions:

- “Allowance” is the amount paid by the employer to the clergy employee.
- “Deduction” is the amount a qualified clergy employee may deduct on his/her personal tax return according to the CRA regulations found in Interpretation Bulletin IT-141R for the Clergy Residence Deduction.
- In all cases, the “Deduction” is the fair market (rental) value of the housing plus the cost of the utilities of the home in which the clergy resides. The “Allowance” and “Deduction” may be the same amount, but they do not have to be the same.
- Utilities include hydro, gas, water, sewer but not telephone or internet.

If a **cash allowance** is paid, the housing allowance benefit is the total of the cash allowance paid for housing. If a **parsonage** is provided, the housing allowance benefit is the fair market (rental) value of the parsonage plus the utilities paid by the employer.

The taxable housing benefit is pensionable (deduct income taxes and CPP) and insurable (deduct EI). See exception for income tax and CPP deduction for the clergy residence deduction below.

To claim a deduction from income for his or her residence, an employee has to complete Parts A and C of Form T1223, **Clergy Residence Deduction (CRD)**. The employer has to complete Part B of the Form T1223 that will certify the employee has met the required conditions. The employee should file a copy of the form with his or her income tax return and keep a copy of the signed form for their records.

If the employee tells you in writing that he or she will claim a deduction from income for the residence, do not include the rent and utilities portion of the housing benefit in income when you calculate the income tax and CPP deductions required. Although the rent and utilities portion can be excluded from income for the purposes of tax deductions, you still have to report it on the T4 slip.

NEW

In July 2009, CRA issued a press release regarding a new requirement for clergy who own or rent their accommodations to complete the **T1213 Request to Reduce Tax Deductions at Source** form. When the clergy member lives in their own house or rents a property and claims a clergy residence deduction based on the fair market value of the house or the rent paid, and they wish to have the employer reduce their taxable income by the amount of the clergy residence deduction and withhold income tax at source on the reduced taxable income, clergy will need to file a T1213 form with the local tax service.

When submitting the T1213, clergy are to enter the amount of the clergy residence deduction for the forthcoming year in the “Other” section on the form and attach a copy of their previous year’s T1223 CRD form to CRA. Clergy are advised to also indicate on the form that they own or rent their own accommodations. Once the approval letter is received from CRA, a copy is to be provided to the Treasurer before being allowed a reduction of income tax at source. It is recommended that the T1213 be filed by October or November of a current year to allow sufficient time for CRA to issue an approval for the following year.

Please note that filing the T1213 is not mandatory, and if it is not completed, the employer withholds tax without taking the clergy residence deduction into account. The eligible clergy will receive the excess tax back when they file their annual tax return along with the CRD form.

When the clergy member lives in the employer provided accommodations (parsonage) and claims the clergy residence deduction, a T1213 is not required to be filed because the provided-housing taxable benefit will generally equal the CRD amount.

On the T4 slip, the housing allowance benefit must be included in Box 14 “Employment Income” and in Box 30 “Housing, Board and Lodging”..

For detailed information on the Clergy Housing Deduction, refer to Interpretation Bulletin IT-141R available in the forms and publications section of the CRA web site (see page A-4).

9B.3 Housing Equity Allowance

In each synod’s salary guidelines, a housing equity allowance is suggested for those employees provided with a parsonage. Deduct income taxes, CPP and EI from this allowance.

On the T4, include this amount in Box 14, “Employment Income” and also in Box 40 “Other Information – Other Taxable Allowances and Benefits”.

9B.4 Utilities Allowance

Utilities include electricity (hydro), heating (gas), water and sewer. It does not include telephone, internet or cable. If the employer provides either a utilities allowance to the employee or pays the utilities directly to the supplier, this amount is included with the Clergy Housing Benefit. If the employee has advised you in writing that he or she will be claiming the Clergy Residence

Deduction, do not deduct income taxes and CPP from the utilities allowance. EI deductions are required.

On the T4 slip, the utilities allowance is included in Box 14, “Employment Income” and in Box 30, “Other Information – Housing, Board and Lodging”.

If the congregation requires the employee to be accessible by telephone and to have internet access in his or her home, the congregation should pay the ministry usage for these expenses. If the congregation pays the full cost of the home phone and internet expenses, the ministry usage would not be taxable to the employee. However the personal use of these expenses would be a taxable benefit and would be reported on the T4 slip in Box 14 and Box 40.

9B.5 Book Allowance

Canada Revenue Agency considers all book allowances paid to pastors to be a taxable benefit. This includes either a monthly cash allowance or a reimbursement for the cost of books that are purchased for, and will be retained in the possession of, the employee. Income taxes, CPP and EI are to be deducted on the Book Allowance.

On the T4 slip, this benefit will be included in Box 14 “Employment Income” and in Box 40 “Other Information – Other Taxable Benefits and Allowances”.

9B.6 Clergy Auto Allowance

In order for the auto allowance to be non-taxable, it must be a reimbursement based upon actual kilometers driven for clergy duties, and the reimbursement rate on a per kilometer basis must be reasonable. A logbook must be maintained by the clergy and a copy submitted when requesting reimbursement. Each synod sets out mileage reimbursement rates that are considered to be within CRA’s guidelines for “reasonable”. This rate reflects the key components of owning and operating an automobile such as depreciation, financing, and operating expenses (i.e. gas, maintenance, insurance and license fees).

The auto allowance will be considered taxable if the auto allowance is a flat monthly amount that is not based on actual mileage driven or if a logbook is not maintained by the employee. The employee does not have to account for its use. If the allowance is taxable, income tax, CPP and EI must be deducted on this allowance. On the T4 slip, the allowance would be included in Box 14 “Employment Income” and in Box 40 “Other Information – Other Taxable Allowances and Benefits”.

The reporting of mileage used by the pastor is the deciding factor on which method is used:

- Non-taxable - The pastor can be reimbursed on a per kilometer basis that is considered reasonable. The pastor must maintain a logbook supporting the clergy-use kilometers and submit this logbook to the employer periodically. Under this condition, the amount received (reimbursement) would not have to be included in income, nor would it be reported on the T4. In this case, the auto expense reimbursement is not reported on the pastor’s personal income tax return.

Or

- Taxable - The pastor can receive a flat auto allowance, and have this allowance included in income and reported on the T4 slip. On the personal income tax return of the pastor, the actual expenses in relation to clergy-use kilometers could be claimed as a deduction if a logbook is maintained for CRA purposes, but is not submitted for the congregation's records. In this situation, the employer must complete form T2200 – Declaration of Conditions of Employment form.

Some examples to help you determine whether the automobile usage is for clergy duties are as follows:

If clergy office is in church

- home to church is personal
- home to hospital, parishioner, etc., is business

If clergy office is in home

- home to church is business
- home to hospital, parishioner, etc., is business

If you have questions, you should discuss them with your local accountant, your synod treasurer or the CRA office.

9B.7 Summary of Taxable Benefits

Taxable Benefit	Benefits Subject to Deduction			T4 Requirements	
	Pensionable CPP	Insurable EI	Taxable Income Tax	Income Box	Taxable Benefit Box
Life Insurance Premiums	Yes	No	Yes	Box 14	Box 40
Housing Benefit *	No	Yes	No**	Box 14	Box 30
Utilities Allowance *	No	Yes	No	Box 14	Box 30
Housing Equity Allowance	Yes	Yes	Yes	Box 14	Box 40
Book Allowance	Yes	Yes	Yes	Box 14	Box 40
Auto Allowance – flat monthly allowance amount	Yes	Yes	Yes	Box 14	Box 40
Auto Allowance – reimbursed for actual business kilometers	No	No	No	N/A	N/A
Telephone/Internet – personal use portion if paid by church	Yes	Yes	Yes	Box 14	Box 40

* Written notice received from clergy that they are claiming Clergy Residence Deduction.

** CRA approval of T1213 required for clergy owning or renting own accommodations.

9C. Definitions of “Income”

9C.1 Employment Income (Box 14 on the T4 Slip)

Employment Income is the base salary plus all taxable benefits that include life insurance premiums, housing allowance benefit, utilities allowance, housing equity allowance, book allowance, taxable auto allowance, and personal use portion of telephone and internet if paid for by the congregation.

The exclusions from “Employment Income” are the non-taxable benefits that include contributions paid into the Continuing Education Plan (CEP), and the health and dental premiums paid by the employer except in Québec.

9C.2 ELCIC Pension and Benefits “Salary Basis”

The ELCIC pension and benefits “Salary Basis” is the amount on which the pension contributions and life and LTD premiums are calculated. Information for the pension and benefit plans including how to determine the Salary Basis can be obtained at www.elcicgsi.ca. The Monthly Salary Basis Calculation form can be downloaded from this site.

9C.3 CPP Pensionable Income (Box 26 on the T4 Slip)

CPP pensionable income is earned income on which CPP premiums must be paid. This includes base salary plus the taxable benefits of life insurance premiums, housing equity allowance, book allowance and auto allowance if taxable. The exclusions from CPP Pensionable Income are the housing allowance and the utilities allowance as long as the employee is eligible for the clergy housing deduction.

The employee will not have any pensionable income if he or she is under the age of 18, over the age of 70, or receiving CPP retirement or disability benefits.

<u>The Employee Cost of CPP:</u>	<u>2009</u>	<u>2010</u>
Employee contribution rate	4.95%	4.95%
Maximum pensionable earnings for CPP	\$ 46,300	\$ 47,200
Basic yearly exemption	\$ 3,500	\$ 3,500
Maximum employee annual contribution	\$2,118.60	\$2,163.15
Maximum employer annual contribution	\$2,118.60	\$2,163.15

As an employer, you have to contribute the same amount that you deduct from your employees pensionable income. You stop deducting CPP contributions when you reach the maximum employee contribution.

9C.4 EI Insurable Earnings (Box 24 on the T4 Slip)

EI insurable earnings are earned income on which EI premiums must be paid. This includes base salary, housing allowance, housing equity allowance, utilities allowance, book allowance, and

auto allowance if taxable. The exclusion from EI insurable earnings is the life insurance premiums paid by the employer.

There is no age limit for withholding EI premiums.

<u>The Employee Cost of EI:</u>	<u>2009</u>	<u>2010</u>
Employee premium rate	1.73%	1.73%
Maximum insurable earnings for EI	\$42,300	\$43,200
Maximum employee annual contribution	\$ 731.79	\$ 747.36
Maximum employer contribution	\$1,024.51	\$1,046.51

As an employer, your EI premium is 1.4 times the EI premium deducted for each employee. You stop deducting EI premiums when you reach the yearly maximum employee contribution.

9C.5 Taxable Income

Taxable income is the earned income on which the employer is required to withhold income taxes from the employee's pay. This includes base salary plus the taxable benefits of life insurance premiums, housing equity allowance, book allowance, taxable auto allowance, and personal use portion of telephone/internet if paid for by the congregation less the employee's contributions to the registered pension plan.

9C.6 Pastoral Supply

Any payment for pastoral supply is considered employment income and subject to deductions as per CRA payroll deduction and exemption guidelines.

For clergy on the ELCIC roster who are active members of the pension plan, the 5% pension contribution is to be deducted from the pastoral supply income. In addition, the employer is to remit to Group Services (GSI) the employer pension contribution of 5% and the supplement of 6%. If you do not know if the individual is a member of the ELCIC pension plan, please call GSI. A T4 is required as pension deductions are made.

For clergy from other denominations and retired ELCIC clergy who provide pastoral supply, the employer is to remit only the supplement of 6% of the pastoral supply income to GSI. If you do not know if the individual is a retired pastor, please call GSI. A T4 would be issued if deductions are made or if the total income for the year exceeds \$500.

9C.7 Other Income to be Reported on a T4A

A T4A slip and summary form will have to be completed if you pay income for honoraria for services provided to your congregation, research grants, scholarships, study grants, fellowships, bursaries and prizes, and the total of all payments in the calendar year were more than \$500. You will have to obtain the recipients social insurance number, correct name and address.

Information on T4A filing can be obtained from the Canada Revenue Agency website and is outlined in the publication “RC4157 (E), Deducting Income Tax on Pension and Other Income, and Filing the T4A Slip and Summary Form”.

9D. Payroll Deduction Responsibilities and Remittances

You are responsible for deducting, remitting, and reporting payroll deductions. CRA indicates that the following are the responsibilities the employer must follow:

- Open and maintain a payroll deductions account
- Get your employee’s social insurance number (SIN)
- Obtain a completed federal TD1, and if applicable, a provincial TD1.
- Deduct CPP contributions, EI premiums and income tax from remuneration or other amounts including taxable benefits, and allowances you pay.
- Remit these deductions along with the employer’s share of the CPP contributions and EI premiums.
- Report the employees’ income and deductions on the appropriate T4 or T4A slip. You must file an information return by the last day of February of the following calendar year.
- Complete and issue Form INS2106, Record of Employment (ROE) when an employee leaves.
- Keep records for a period of six years from the end of the last tax year to which they relate.

Remittances should be forwarded to your tax centre as per your remittance frequency as determined by CRA. Make the cheque or money order payable to the Receiver General and print your Business Number (BN) on the back. Complete and include the bottom part of your remittance form with your payment. Allow sufficient mailing time to ensure that CRA receives your remittance by the due date. They accept cheques that are post-dated to the due date. If you use a payroll preparation service, they can do this for you.

9E. Completing the T4 Information Return

Employers have to file their T4 information return by the last day of February following the calendar year to which the information return applies, (for example, you have to file the 2009 T4 or T4A Information Return by the last day of February 2010). If the last day of February is a Saturday, Sunday, or a statutory holiday, your information return is due the next business day.

You have to give two copies of the slips to your employees by the last day of February following the calendar year to which the slips apply.

A T4 information return includes the T4 slips and the related T4 summary form. For more information on how to file a T4 return, see the publication “RC4120 - Employer’s Guide – Filing the T4 Slip and Summary” at www.cra-arc.gc.ca/E/pub/tg/rc4120/ on the CRA web site.

Filing over the Internet - Effective January 1, 2010, if you file more than 50 T4 slips for a calendar year, you must file the return over the Internet. If you do not, you are liable for a penalty.

There are three Internet filing options available:

- T4 Web form is a convenient filing method for employers who have to file 1 to 3 T4 slips. With the T4 Web forms, all you need is a compatible browser to complete, print and transmit your T4 information return which includes the T4 slips and the related T4 summary. For more information go to www.cra.gc.ca/t4internet.
- T4 Desktop application is a convenient filing method for employers who have to file 1 to 70 T4 slips. This downloadable CRA desktop application lets you create, save, print and submit your electronic T4 information return, which includes the T4 slips and the related T4 summary. For more information go to www.cra.gc.ca/t4internet.
- T4 Internet file transfer (XML) is available to employers using commercial or in-house-developed payroll software. The maximum file size is 150 MB. For more information go to www.cra.gc.ca/t4internet.

An electronic amendments service is also available to filers to cancel or amend information slips. For more information go to www.cra.gc.ca/t4internet and select the “Amending returns” option.

To file your return using the Internet, you will need a Web access code (WAC). Call the CRA help desk at 1.877.322.7849. Alternatively, if you have a “My Business Account”, you can file over the internet without a Web access code.

Filing on Paper – You can file up to 50 T4 slips on paper. These returns should be mailed to the Ottawa Technology Centre, CRA, 875 Heron Road, Ottawa, ON, K1A 1G9.

If the T4 slips are handwritten, the forms must be completed using blue or black ink. When entering information in boxes that have framed spaces, print the characters within the lines of the frame and ensure that numbers or letters are legibly written and do not touch each other.

You can now download PDF fillable T4 slips and the T4 summary form from the CRA website at www.cra-arc.gc.ca/menu/FIL-e.html.

9F. Completing the T4 Statement of Remuneration Paid

Employer's Name: Enter the name of the employer as registered with CRA and used to remit employee deductions. Generally, this will be the name of your congregation.

Employee's Name and Address: Print or type the employee's last name in capital letters, followed by the first name and initials. Do not enter the title of office or courtesy title of the employee. Enter the employee's address, including the province or territory, postal code, and country if other than Canada.

Year: Enter the four digits of the calendar year in which you paid the remuneration to the employee.

Box – Void: Enter an “X” in this box only if the T4 is cancelled. Otherwise leave blank.

Box 10 – Province of Employment: Enter one of the following abbreviations to indicate the province or territory in which the employee reported to work.

AB - Alberta
BC – British Columbia
MB – Manitoba
NB – New Brunswick
NF – Newfoundland & Labrador
NS – Nova Scotia
NT – Northwest Territories
NU - Nunavut

ON - Ontario
PE – Prince Edward Island
QC – Quebec
SK - Saskatchewan
YT – Yukon
US – United States
ZZ – Other than Canada or US

Box 12 – Social Insurance Number: Enter the employee’s social insurance number (SIN) as it appears on the employee's SIN card.

Box 14 – Employment Income: Report the total employment income paid before deductions. This includes the total of all salary, wages, bonuses, vacation pay, allowances and the value of all taxable benefits. Include each of the amounts that are also reported in the “Other Information” area of the T4 supplementary.

Box 16 and 17 – Employee’s CPP/QPP Contributions: Enter the amount deducted from the employee’s earnings for contributions to the Canada Pension Plan (CPP) or Québec Pension Plan (QPP). Make the entry under CPP (Box 16) or QPP (Box 17) depending on the province of employment. Do not enter the employer’s share of premiums.

Box 18 – Employee’s EI Premiums: Enter the amount of Employment Insurance (EI) deducted from the employee’s earnings. Do not enter the employer’s share of premiums.

Box 20 – Registered Pension Plan (RPP) Contributions: Enter the total amount deducted from the employee’s earnings for contributions to the ELCIC Pension Plan for Clergy and Lay Workers, or other registered pension plan. This amount will include any additional voluntary contributions deducted from the employee’s earnings during the year. Do not include the employer’s contribution to the registered pension plan in this box.

Box 22 – Income Tax Deducted: Enter the total income tax deducted from the employee’s earnings. This includes federal, provincial (except for Québec) and territorial taxes that apply. Do not include any amount withheld under the authority of a "garnishee" or a "requirement to pay" which applies to the employee's previously assessed tax arrears.

Box 24 – EI Insurable Earnings: Enter the amount of insurable earnings you used to calculate the employee’s EI premiums. Leave this box blank if:

- There are no insurable earnings;
- Insurable earnings are the same as employment income in Box 14; or
- Insurable earnings are over the maximum for the year.

Box 26 – CPP/QPP Pensionable Earnings: In most cases, this box will be left blank. Complete the box for the employee who, during the year:

- was a clergy member for whom the annual housing allowance or annual fair rental value of accommodations provided was not included in the calculation of CPP premiums;
- reached the age of 18 or 70 during the year;
- was considered to be disabled and received disability pension under the CPP or QPP,

- received a retirement pension under the CPP or QPP; or
- was subject to QPP and the pensionable earnings are more than employment income reported in Box 14, regardless of the employee's province of residence.

Box 28 – CPP/QPP and EI Exempt: Leave box blank if you entered an amount in Box 16, 17 or 26. Enter an "X" under "CPP/QPP" if the earnings were exempt for the entire period.

Do not complete the EI part of this box if you entered an amount in box 18 or 24. Enter an "X" under "EI" if the earnings were exempt for the entire period.

Box 29 – Employment Code: Leave this box blank.

Box 44 – Union Dues: Use this box only if you and the union agree that the union will not issue receipts for union dues of employees.

Box 46 – Charitable Donations: Enter the amount you deducted from the employee's earnings for donations to registered charities in Canada.

Box 50 – RPP Registration Number: Enter the seven-digit registration number issued for an employee's pension plan. The registration number for the ELCIC Pension Plan for Clergy and Lay Workers is 0533240.

Box 52 – Pension Adjustment: The amount of an employee's pension adjustment is the total of:

- the Employee's 5% mandatory contributions to the plan for the year; plus
- the Employee's voluntary contributions to the plan during the year, plus
- the Employer's 5% contributions to the plan (The supplemental contribution by the employer will be used to finance the experience deficiency that has emerged in the retired life portion of the fund and should not be included in calculation of the pension adjustment.)

Leave box 52 blank if the employee died during the year.

Box 54 – Business Number: Enter the 15-digit Business Number (BN) that you use when remitting employee deductions.

Other Information Area: At the bottom of the T4 supplementary, additional information regarding taxable benefits is reported for government statistical purposes. On the back of the T4, there is a listing of benefits and the corresponding box numbers. Most congregations will need to note the following two benefits in particular:

- Box 30 – Housing, Board and Lodging: If the employee was paid a cash housing allowance, enter the amount paid including any amounts paid for utilities. If a parsonage was provided, enter the fair market (rental) value of the housing provided plus utilities paid. The amount reported in Box 30 is also included in Box 14 "Employment Income".
- Box 40 – Other Taxable Allowances and Benefits: Report the total of all taxable benefits such as life insurance premiums, housing equity allowance, personal use of telephone/internet, book allowance, and taxable auto allowance. For Québec residents only, health and dental premiums paid by the employer must also be included as taxable

benefits on the Releve 1. The total amount reported in Box 40 is also to be included in Box 14 “Employment Income”.

Box 55 – Employee’s PPIP Premiums: Enter the PPIP premiums that you deducted for employees working in Quebec.

Box 56 – PPIP Insurable Earnings: For employees working in Quebec, enter the total amount used to calculate the employee’s PPIP premiums, up to a maximum of \$62,000 for 2009. Leave box blank if there are no insurable earnings, the insurable earnings are the same as the employment income in box 14, or the insurable earnings are over the maximum for the year.

9G. Completing the T4 Summary Form

Use the T4 Summary, to report the totals of the amounts reported on the related T4 slips. In the boxes at the top of the form, enter the 15-digit Business Number (BN), your organization’s name and address information.

Year – Enter the two last digits of the calendar year for which you are filing the return.

Line 14 – Employment Income: Add the amounts reported in Box 14 of all the T4 slips and enter the total on line 14.

Line 16 – Employees CPP Contributions: Add the amounts reported in Box 16 of all the T4 slips and enter the total on line 16.

Line 18 – Employees EI Premiums: Add the amounts reported in Box 18 of all T4 slips and enter the total on line 18.

Line 19 – Employer EI Premiums: Enter the employer’s share of Employment Insurance premiums. Multiply the employee’s total premiums reported in line 18 by 1.4 and enter this number on line 19.

Line 20 – Registered Pension Plan Contributions: Add the amounts reported in Box 20 of all T4 slips and enter the total on line 20.

Line 22 – Income Tax Deducted: Add the amounts reported in Box 22 of all T4 slips and enter the total on line 22.

Line 27 – Employer CPP Contributions: Enter the employer’s share of CPP contributions. The employer’s premiums are equal to the employees’ premiums as reported on line 16.

Line 52 – Pension Adjustment: Add the amounts reported in Box 52 of all the T4 slips and enter the total on line 52.

Lines 76 and 78 – Person to Contact: Enter the name and telephone number of a person who can be contacted to clarify any of the information on the T4 Summary or T4 Slips.

Line 80 – Total Deductions Reported: Add the amounts reported on lines 16, 18, 19, 22, and 27 of the T4 Summary form and enter the total on line 80.

Line 82 – Remittances: Enter the total amount of remittances to the Receiver General for the year.

Difference: Subtract Line 82 from Line 80 and enter this amount under “Difference”. If the result on line “Difference” is zero, leave lines 84 and 86 blank.

Line 84 – Overpayment:

If the result on line “Difference” is negative, enter the result on Line 84, “Overpayment.” Attach a note indicating the reason for the overpayment.

Line 86 – Balance Due: If the result on line “Difference” is positive, enter it on line 86, “Balance Due”.

Amount Enclosed: If there is a balance due, attach a cheque made payable to “Receiver General”.

Line 88 – Total Number of T4 Slips Filed: Enter the total number of T4 slips that are included with the T4 Summary form.

Certification: A current officer of the organization must sign the T4 information return.

9H. Completing the T1223 - Clergy Residence Deduction Form

For an individual to be eligible for the clergy residence deduction they must meet both the “status test” and “function test” as defined by CRA. Part B of form T1223 must be completed by the employer to certify that the employee fits the criteria.

To satisfy the “status” test, the employee must belong to a recognized clergy group of their religious order. The recognized clergy groups in the ELCIC are the three recognized rosters: bishops, ordained ministers and diaconal ministers. The employee must be on one of these rosters to satisfy the status test.

To satisfy the “function” test, the rostered employee must minister to a congregation or be in full-time administration with the religious order and the clergy employee must be recognized by the religious order to provide the Sacraments. Chaplains in hospitals, correctional facilities and the military are considered to be ministering to congregations. Teachers in educational institutions are specifically excluded by CRA from being allowed the clergy residence deduction.

For further information, refer to CRA’s Interpretation Bulletin IT-141R (Consolidated).