



9.3 E2

**ANNUAL FINANCIAL REPORT – CONFERENCES AND COUNCILS**  
**with MORE than \$100 000 of Revenues**  
**for the Fiscal Year, January 1 to December 31, 2015**

To access the guide when using Acrobat Reader, simply point your arrow on the line number/description.

Name of reporting Conference/Council: \_\_\_\_\_

Name of reporting Conference/Council President: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Did the Conference/Council issue tax receipts? [4490] Yes  No

Does the reporting Conference/Council have its own charitable number? Yes  No

If "yes", enter charity number : \_\_\_\_\_ RR \_\_\_\_\_

**REVENUES (see guide for explanations)**

The numbers in the brackets on the right side of the line match the numbers in the T3010 CRA forms (Schedule 6).



LINE	DESCRIPTION	AMOUNT	CONSOLIDATED (For Councils only)
1A	Donations and Bequest (with receipt) [4500]		
1B	Donations and Bequest (without receipt) [4530]		
2	Funding from Councils or Conferences [4510]		
3	Funding from other Registered Charities [4510]		
4	Poor Box Collection [4530]		
5	Secret Bag Collections [4530]		
6	Bank Interest and Investment Income [4580]		
7	Fundraising (without receipt) [4630]		
8	Government Grants [4540-4550-4560]		
9	Special Works Revenue [4650]		
10A (New)	Value of non-cash donations (food, clothing, furniture) [4650]		
10B (New)	Rental of land and buildings [4610]		
10C	Other revenue not included above, please specify: [4650]		
11	<b>TOTAL REVENUES</b>		

**EXPENSES (see guide for explanations)**

12	Advertising and Fundraising Expenses [4800]		
13	Travel and Vehicle Expenses [4810]		
14 (New)	Professional and consultant fees [4860]		
15	Office Supplies and Administrative Expenses [4840]		
16	Member Education and Training Expenses [4870]		
17	Bank Charges and Interest [4820]		
18	Special Works Expenditures [4890]		
19	Twinning Contributions [4890]		
20	Contributions passed up to Councils [5050]		
21	Assistance to Conferences (Councils Only) [5050]		
22A (New)	Value of non-cash donations (food, clothing, furniture) [4920 and 5000]		
22B (New)	Employee Payroll [4880]		
22C	Other expenses not included above, please specify: [5050]		
23	<b>TOTAL EXPENSES</b>		
24	<b>NET INCOME (LOSS) FOR YEAR (Line 11 - Line 23)</b>		



**ANNUAL FINANCIAL REPORT**  
**Statement of Assets and Liabilities**  
**for the Fiscal Year, Jan. 1 to Dec 31, 2015**

Name of reporting Conference/Council \_\_\_\_\_

**ASSETS (see guide for explanations)**

LINE	DESCRIPTION	AMOUNT	CONSOLIDATED (For Councils only)
25	Cash on hand and in bank accounts [4100]		
26	Accounts Receivable [4120]		
27	Inventories [4150]		
28A	Property and Equipment [4155]		
28B (New)	Long-term Investment [4140]		
29	Other Assets, Please specify: [4170]		
30	<b>TOTAL ASSETS</b> [4200]		

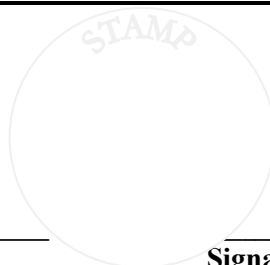
**LIABILITIES (see guide for explanations)**

31A	Accounts payable and accrued liabilities [4300]		
31B (New)	Deferred Products [4310]		
32	Other liabilities, Please specify: [4330]		
33	<b>TOTAL LIABILITIES</b> [4350]		

**FUNDS BALANCE (see guide for explanations)**

34	Funds at beginning of the year		
35	Net income (loss) for year (LINE 24)		
36	Funds at end of the year		
37	<b>TOTAL LIABILITIES &amp; SURPLUS (33 + 36)</b>		

Approved on behalf of the members:



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Reports can be sent electronically by email. However, a signed paper copy must still be provided to the next higher Council. (All forms are available on our website: [www.ssvp.ca/Forms](http://www.ssvp.ca/Forms))

**Conferences: Please forward your Report, Sections A-B, and Section E (Financial Report) to the next higher Council.**

**Particular, Central and Regional Councils: Please forward your report, Sections A-B, C-D and E (Financial Report) to the next higher Council.**