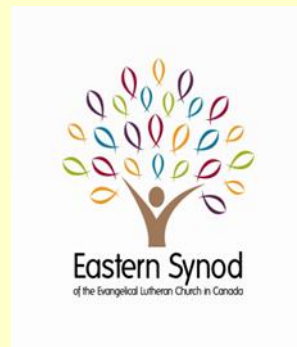


Welcome!

**Completing the
2021 Charity Information Return
(T3010)**



**Keith Myra,
Eastern Synod Treasurer
April, 2022**

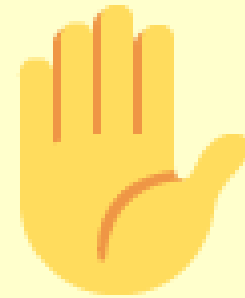
Agenda



1. Meeting logistics
2. Introductory Comments
3. Completing the T3010 – section by section
4. General Q&A

Meeting Logistics

1. Please mute your microphone, except to speak
2. To ask questions (at end of each section)
 - Visibly wave hand
 - Virtually wave hand
 - Use chat box – to Kim Marcy
 - Last resort - unmute your mic
3. Powerpoint slides will be emailed to you



INTRODUCTORY COMMENTS

Disclaimer



The information in this presentation is intended to cover the key points, but does not include all of the details.

Where indicated in this presentation, the sample responses are the most likely responses, but may not apply to all congregations.

For further details, refer to the T4033 (Completing Form T3010 Registered Charity Information Return) document posted on CRA's website.

Why Is the T3010 Important?



- Required to maintain charitable status
- Annual reporting is one way that charities are accountable to the general public for the special privileges they have been granted
 - Are the resources of the charity being used on charitable activities?
 - Is the charity stockpiling funds rather than spending them?
 - Are the charity's operations in accordance with regulations (e.g. sending funds outside Canada)
 - Etc.

Canada Revenue Agency



Preparing / Submitting the T3010



On-line: Use the CRA My Business Account for your congregation

OR (for now)

Manually/Snail Mail: Download required forms from CRA's website:

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html>

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html>



T3010 Registered Charity Information Return

For best results, download and open this form in [Adobe Reader](#). See [General information](#) for details.

You can **view** this form in:

PDF [t3010-21e.pdf](#)

PDF fillable/saveable [t3010-fill-21e.pdf](#)

Last update: 2021-05-14

[Previous-year versions](#) are also available.

Related documents:

[T1235 Directors/Trustees and Like Officials Worksheet](#)

[T1236 Qualified Donees Worksheet/Amounts Provided to Other Organizations](#)

[Filing a complete return](#)

[List of companies authorized to produce a customized T3010 form](#)

[T4033 Completing the Registered Charity Information Return](#)

[T1240 Registered Charity Adjustment Request](#)

[Form T2081, Excess Corporate Holdings Worksheet for Private Foundations \(if applicable\)](#)

[Using PDF forms](#)

Filing Deadline



- Must be post-marked no later than six months following fiscal year-end
- Several reminders are sent in advance
- Penalties can result from missed deadlines
- *If your fiscal year-end is Dec 31st, your 2021 T3010 is due by June 30th, 2022*

What Happens After You File?



- CRA performs an initial review
- CRA sends a notice to:
 - confirm that CRA has processed your T3010, *or*
 - identify errors that must be corrected
- When approved: CRA posts T3010 (except for confidential information) on its website, along with returns for the previous 4 years
- Must retain completed T3010 for 7 years
- For adjustments, use Form T1240, Registered Charity Adjustment Request

What Happens After You File?



EASTERN SYNOD OF THE EVANGELICAL LUTHERAN CHURCH IN CANADA /SYNODE DE L'EST DE L'EGLISE EVANGELIQUE LUTHERIENNE AU CANADA – Quick View

[Charity's detail page](#)

Registration no.:	107273666 RR 0002
Charity status:	Registered
Effective date of status:	1967-01-01
Designation:	Public foundation ⓘ
Website:	EASTERNSYNOD.ORG ↗

What Happens After You File?



Reporting period views

Quick View

2020-12-31

2019-12-31

2018-12-31

2017-12-31

2016-12-31

Full View

2020-12-31

2019-12-31

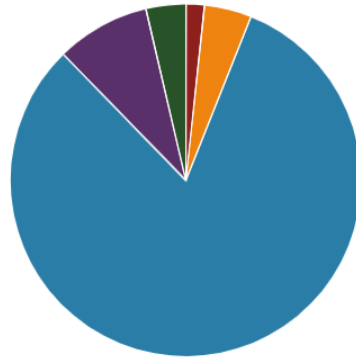
2018-12-31

2017-12-31

2016-12-31

What Happens After You File?

Revenue



- Receipted donations \$48,271.00 (1.69%)
- Non-receipted donations \$124,320.00 (4.36%)
- Gifts from other registered charities \$2,325,925.00 (81.64%)
- Government funding \$245,969.00 (8.63%)
- All other revenue \$104,561.00 (3.67%)

Total revenue: \$2,849,046.00

Expenses

[See the T3010 for financial information](#)



Eastern Synod
of the Evangelical Lutheran Church in Canada

COMPLETING THE T3010



Section A: Identification



Complete the following:

1. Charity name:

xxxxxxxxx Evangelical Lutheran Church

2. Return for fiscal period ending:

Year			Month		Day	
2	0	2	1	1	2	3

3. BN/registration number:

123456789 R R 0001

4. Web address (if applicable):

www.xxxxxxlutheranchurch.ca

A1 Was the charity in a subordinate position to a head body? 1510 Yes No
If yes, give the name and BN/registration number of the organization.

Name Eastern Synod of the Evangelical Lutheran Church in Canada	BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001) 107273666RR0002
--	---

A2 Has the charity wound-up, dissolved, or terminated operations? 1570 Yes No

A3 Is the charity designated as a public foundation or private foundation? 1600 Yes No

If yes, you must complete Schedule 1, Foundations. To confirm the charity's designation, go to canada.ca/charities-list and refer to the charity's detail page.

Section B: Directors/trustees and like officials



Section B: Directors/trustees and like officials

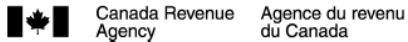
B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit ontario.ca/businessregistry.

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

T1235: Directors/Trustees and Like Officials Worksheet



Directors/Trustees and Like Officials Worksheet

Clear Data

Protected B when completed

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:

Charity name:

Business number:

Return for fiscal period ending (YYYY/MM/DD):

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Public information				Confidential data					
Last name:		First name:		Initial:		Residential address – Street number and name:			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City:		Prov/Terr:		Postal code:	
Position:		At arm's length with other Directors?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Phone number		Date of birth (Y/M/D):	
Last name:		First name:		Initial:		Residential address – Street number and name:			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City:		Prov/Terr:		Postal code:	
Position:		At arm's length with other Directors?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Phone number		Date of birth (Y/M/D):	

Public info on left

Confidential data on right

Directors = council/board members

T1235: Directors/Trustees and Like Officials Worksheet



Total number of directors/trustees and like officials: <input type="text" value="11"/>		Charity name: <input type="text" value="xxxxxxx Evangelical Lutheran Church"/>		Business number: <input type="text" value="123456789 R R 0001"/>		Return for fiscal period ending (YYYY/MM/DD): <input type="text" value="2 0 2 1 1 2 3 1"/>	
<p>Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."</p>							
Public information				Confidential data			
Last name: <input type="text" value="Smith"/>		First name: <input type="text" value="Betty"/>		Initial: <input type="text" value="P"/>		Residential address – Street number and name: <input type="text" value="123 Any St"/>	
Term ▶ Start date (Y/M/D): <input type="text" value="2 0 1 9 0 2 1 5"/>		End date (Y/M/D): <input type="text"/>		City: <input type="text" value="Anywhere"/>		Prov/Terr: <input type="text" value="Ont"/>	Postal code: <input type="text" value="A 1 A 1 A 0"/>
Position: <input type="text" value="Chair"/>		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number: <input type="text" value="1 2 3 - 4 5 6 - 0 7 8 9"/>		Date of birth (Y/M/D): <input type="text" value="1 9 7 5 0 2 1 9"/>	
Last name: <input type="text"/>		First name: <input type="text"/>		Initial: <input type="text"/>		Residential address – Street number and name: <input type="text"/>	
Term ▶ Start date (Y/M/D): <input type="text"/>		End date (Y/M/D): <input type="text"/>		City: <input type="text"/>		Prov/Terr: <input type="text"/>	Postal code: <input type="text"/>
Position: <input type="text"/>		At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone number: <input type="text"/>		Date of birth (Y/M/D): <input type="text"/>	

- Include all council/board members who served at any point during the fiscal year
- Start date – date current term started
- End date – leave blank unless term ended during the year (or resigned during the year)
- Position – e.g. chair, treasurer, secretary, council member
- Include **home address & day-time phone #**

Definition: Not At Arm's Length



Individuals related to each other by:

- Blood – e.g. grandparents, parents, brothers, sisters, children, grandchildren
- Marriage – e.g. grandparents of a spouse, parents of a spouse, brothers/sisters of a spouse, children of a spouse, spouse of a brother/sister, spouse of a child, spouse of a grandchild

Common law partners are treated in the same way as legally married spouses.

Adopted children are treated in the same way as blood-related children.

Section C: Programs and general information (C1 – C2)

Section C: Programs and general information

C1 Was the charity active during the fiscal period? **1800** Yes No
If no, explain why in the "Ongoing programs" space below at C2.

C2 Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs
<p>We hold worship services weekly We provide pastoral care We provide Sunday School classes to children and discussion groups for adults We provide activities for youth to provide service to the community We provide free meals to the homeless on a weekly basis</p>
New programs
<p>Volunteers dropped off groceries to those in the community who needed to self isolate during the pandemic</p>

- Demonstrate to CRA and the public how the congregation is carrying out its charitable purpose (advancement of religion) and its mission
- Use plain language and active verbs

Section C: Programs and general information (C3)

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations?..... **2000** Yes No

Important: If **yes**, you **must** complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

- A congregation may carry out its charitable purpose:
 - through its own activities (e.g. worship, learning, community service, etc.)
 - by transferring resources to other registered charities (referred to as Qualified Donees)
- Must include all made gifts to Qualified Donees on Qualified Donee Worksheet (exclude “fees for services”)

T1236: Qualified Donees Worksheet



Qualified donees worksheet / Amounts provided to other organizations

Registered charities can make gifts to qualified donees. Enter the required information for gifts made to each qualified donee or other organization. See the reverse for information on filling out this form.

Important: If you submit this form, you **must** answer **Yes** to question C3 in Form T3010 Charities information return for the same fiscal period.

Charity name: xxxxxxx Evangelical Lutheran Church	BN: (9 digits, 2 letters, 4 digits. Example: 123456789RR0001) 123456789RR0001
---	---

Return for fiscal period ending:

Year	Month	Day
2 0 2 1	1 2	3 1

Total number of qualified donees/other organizations:

Name of organization: Eastern Synod of the Evangelical Lutheran Church in Canada		Associated charity: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BN/Registration number: 107273666 RR 0002	City and Prov/Terr: Kitchener ON	Country: Canada
Amount of non-cash gifts \$		Total amount of gifts \$ 15,000.00

- Associated Charity = “No”
- Obtain BN From CRA’s List of Charities

https://apps.cra-arc.gc.ca/ebsci/hacc/srch/pub/dsplyBscSrch?request_locale=en

- Round to even dollar amounts (no cents)

Section C: Programs and general information (C4 -C7)



C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? **2100** Yes No

Important: If **yes**, you **must** complete Schedule 2, Activities outside Canada.

C5 Public policy dialogue and development activities
This question has been removed.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- | | | |
|--|--|---|
| 2500 <input type="checkbox"/> Advertisements/print/radio/TV commercials | 2570 <input checked="" type="checkbox"/> Sales | 2620 <input type="checkbox"/> Telephone/TV solicitations |
| 2510 <input type="checkbox"/> Auctions | 2575 <input type="checkbox"/> Internet | 2630 <input type="checkbox"/> Tournament/sporting events |
| 2530 <input checked="" type="checkbox"/> Collection plate/boxes | 2580 <input type="checkbox"/> Mail campaigns | 2640 <input type="checkbox"/> Cause-related marketing |
| 2540 <input type="checkbox"/> Door-to-door solicitation | 2590 <input type="checkbox"/> Planned-giving programs | 2650 <input type="checkbox"/> Other |
| 2550 <input type="checkbox"/> Draws/lotteries | 2600 <input type="checkbox"/> Targeted corporate donations/sponsorships | 2660 Specify: <input type="text"/> |
| 2560 <input type="checkbox"/> Fundraising dinners/galas/concerts | 2610 <input type="checkbox"/> Targeted contacts | |

C7 Did the charity pay external fundraisers? **2700** Yes No
If yes, you **must** complete the following lines, and complete Schedule 4, Confidential data, Table 1.

Section C: Programs and general information (C8 –C10)

C8	Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)?	3200	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
C9	Did the charity incur any expenses for compensation of employees during the fiscal period?	3400	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Important: If yes, you must complete Schedule 3, Compensation.				
C10	Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following:	3900	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> • a Canadian citizen, nor • employed in Canada, nor • carrying on a business in Canada, nor • a person having disposed of taxable Canadian property? 				
Important: If yes, you must complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.				

- C9 - If you had paid employees, must complete Schedule 3 (Compensation)

Schedule 3 – Compensation



Compensation

Schedule 3

Important: If you complete this section, you **must** answer **yes** to question C9.

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

305 <input type="checkbox"/> \$1 – \$39,999	310 <input type="checkbox"/> \$40,000 – \$79,999	315 <input checked="" type="checkbox"/> \$80,000 – \$119,999
320 <input type="checkbox"/> \$120,000 – \$159,999	325 <input type="checkbox"/> \$160,000 – \$199,999	330 <input type="checkbox"/> \$200,000 – \$249,999
335 <input type="checkbox"/> \$250,000 – \$299,999	340 <input type="checkbox"/> \$300,000 – \$349,999	345 <input type="checkbox"/> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$

3 Total expenditure on all compensation in the fiscal period. **390** \$

- **Employees only, not contractors**
- **Box 300 – # full time employees**

Schedule 3 – Compensation



Compensation Schedule 3

Important: If you complete this section, you **must** answer **yes** to question C9.

1	(a) Enter the number of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. Do not enter a dollar amount.	300	1
	(b) For the ten (10) highest compensated, permanent, full-time positions enter the number of positions that are within each of the following annual compensation categories. Do not tick the boxes; use numbers.		
	305 <input type="checkbox"/> \$1 – \$39,999	310 <input type="checkbox"/> \$40,000 – \$79,999	315 <input checked="" type="checkbox"/> \$80,000 – \$119,999
	320 <input type="checkbox"/> \$120,000 – \$159,999	325 <input type="checkbox"/> \$160,000 – \$199,999	330 <input type="checkbox"/> \$200,000 – \$249,999
	335 <input type="checkbox"/> \$250,000 – \$299,999	340 <input type="checkbox"/> \$300,000 – \$349,999	345 <input type="checkbox"/> \$350,000 and over
2	(a) Enter the number of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period.	370	1
	(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period.	380	\$ 15,000
3	Total expenditure on all compensation in the fiscal period.	390	\$ 100,000

Boxes 305 – 345: total of all compensation for each employee = salary + housing allowance + book allowance + car allowance (if flat amount) plus employer portion of:
 continuing education, CPP, EI, GSI Pension, GSI life/health benefit premiums, GSI Life Plus premiums

Section C: Programs and general information (C11 –C15)



- | | | | | |
|------------|--|-------------|------------------------------|--|
| C11 | Did the charity receive any non-cash gifts for which it issued tax receipts? | 4000 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| | Important: If yes , you must complete Schedule 5, Non-cash gifts. | | | |
| C12 | Did the charity acquire a non-qualifying security?..... | 5800 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| C13 | Did the charity allow any of its donors to use any of its property? (except for permissible uses)..... | 5810 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| C14 | Did the charity issue any of its tax receipts for donations on behalf of another organization? | 5820 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| C15 | Did the charity have direct partnership holdings at any time during the fiscal period?..... | 5830 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Financial Information



If any of the following applies, you must complete Schedule 6:

- a) Total revenue > \$100,000
- b) Property not used in charitable activities (e.g. cash, investments, rental properties) > \$25,000
- c) Permission from CRA to accumulate funds during this fiscal period

Otherwise, complete Section D

Schedule 6

Detailed Financial Information



Detailed financial information

Schedule 6

Fill out this schedule if **any** of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis?..... 4020 Accrual Cash

Cash basis: Revenue is recorded as of the date when money comes in and expenses are recorded as of the date when they are paid. (Simplest)

Accrual basis: Revenue is recorded as of the date when it is earned and expenses are recorded as of the date when they are incurred. (Most accurate)

Schedule 6

Detailed Financial Information



Example: Cash vs. Accrual: The invoice for hydro used during the month of December, 2021 arrives in January, 2022

- If you classified this as a 2022 expense => cash basis
- If you classified this as a 2021 expense => accrual basis

Cash basis: Revenue is recorded as of the date when money comes in and expenses are recorded as of the date when they are paid. (Simplest)

Accrual basis: Revenue is recorded as of the date when it is earned and expenses are recorded as of the date when they are incurred. (Most accurate)

Schedule 6

Detailed Financial Information



- Assets - value at end of fiscal year
- Liabilities - value at end of fiscal year
- Revenue – total revenue for the fiscal year
- Expenditures – total expenditures for the fiscal year
- Other (related to Disbursement Quota)

Schedule 6

Detailed Financial Information



Assets:

Cash, bank accounts, and short-term investments	4100	\$	
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	
Inventories	4150	\$	
Land and buildings in Canada	4155	\$	
Other capital assets in Canada	4160	\$	
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	
Other assets	4170	\$	
10 year gifts	4180	\$	
Total assets (add lines 4100 to 4170)	4200	\$	

Amount included in lines 4150, 4155,
4160, 4165 and 4170 not used in
charitable activities

4250 \$

- Box 4100 – short-term investments: those due within 1 year
- Box 4110 – e.g. loan to an employee, council member
- Box 4150 – likely zero;
- Use cost/book value for all investments & other capital assets;
Exception for donated assets - use market value as of gifting³² date

Schedule 6

Detailed Financial Information



Assets:

Cash, bank accounts, and short-term investments	4100	\$	
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	
Inventories	4150	\$	
Land and buildings in Canada	4155	\$	
Other capital assets in Canada	4160	\$	
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	
Other assets	4170	\$	
10 year gifts	4180	\$	
Total assets (add lines 4100 to 4170)	4200	\$	

Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities

4250 \$

- Box 4160 – e.g. equipment and furnishings
- Box 4166 – will be a negative amount
- Box 4180 – a donation subject to a donor's direction that the gift be held by the charity for 10 years or more
- Box 4250 – see next slide

Schedule 6

Detailed Financial Information



Box 4250: Examples of “Property Not Used for Charitable Activities”

- A house previously used as a parsonage that’s currently being rented to a third party
- A building (or portion of a building) not being used for congregational purposes and used for non-charitable purposes (e.g. rental to a for-profit)

Schedule 6

Detailed Financial Information



Liabilities:

Accounts payable and accrued liabilities	4300	\$	
Deferred revenue	4310	\$	
Amounts owing to non-arm's length persons	4320	\$	
Other liabilities	4330	\$	
Total liabilities (add lines 4300 to 4330)...	4350	\$	

4300: e.g. invoices received in January for which the expense was incurred in the previous year

Schedule 6

Detailed Financial Information



Revenue:			
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts			4500 \$
Total eligible amount of tax-receipted tuition fees	5610	\$	
Total amount of 10 year gifts received	4505	\$	
Total amount received from other registered charities			4510 \$
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)			4530 \$
Total revenue received from federal government			4540 \$
Total revenue received from provincial/territorial governments			4550 \$
Total revenue received from municipal/regional governments			4560 \$
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)			4575 \$
Total interest and investment income received or earned			4580 \$

4500: Note: a tax receipt should not be issued to another registered charity

4510: e.g. mission grants received from the Eastern Synod

4530: e.g. loose plate offerings

Schedule 6

Detailed Financial Information



Revenue:			
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts			4500 \$
Total eligible amount of tax-receipted tuition fees	5610	\$	
Total amount of 10 year gifts received	4505	\$	
Total amount received from other registered charities			4510 \$
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)			4530 \$
Total revenue received from federal government			4540 \$
Total revenue received from provincial/territorial governments			4550 \$
Total revenue received from municipal/regional governments			4560 \$
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)			4575 \$
Total interest and investment income received or earned			4580 \$

4540: e.g. Canada Emergency Wage Subsidy

4540: exclude HST/GST rebates

4580: bank interest and investment income

(excluding realized and unrealize capital gains/losses)

Schedule 6

Detailed Financial Information



Gross proceeds from disposition of assets	4590	\$	
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	\$	
Gross income received from rental of land and/or buildings	4610	\$	
Total non tax-receipted revenues received for memberships, dues and association fees	4620	\$	
Total non tax-receipted revenue from fundraising	4630	\$	
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	
Other revenue not already included in the amounts above	4650	\$	
Specify type(s) of revenue included in the amount reported at 4650	4655		
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	

4590/4600 – e.g. sale of a building

4610: e.g. parsonage rental, building rentals,
parking space rentals

4630: e.g. bazaars, bake sales, etc.

4640: e.g. sale of cemetery plots

4650: HST/GST rebates, if included as an expense

Schedule 6

Detailed Financial Information



Expenditures:

Advertising and promotion	4800	\$	
Travel and vehicle expenses.....	4810	\$	
Interest and bank charges.....	4820	\$	
Licences, memberships, and dues	4830	\$	
Office supplies and expenses.....	4840	\$	
Occupancy costs	4850	\$	
Professional and consulting fees	4860	\$	
Education and training for staff and volunteers	4870	\$	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	

4800: e.g. newspaper advertising, brochures, etc.

4810: reimbursement of mileage expenses (but not car allowance if paid as a flat amount)

4820: includes interest on mortgage payments

Schedule 6

Detailed Financial Information



Expenditures:

Advertising and promotion	4800	\$	
Travel and vehicle expenses.....	4810	\$	
Interest and bank charges.....	4820	\$	
Licences, memberships, and dues	4830	\$	
Office supplies and expenses.....	4840	\$	
Occupancy costs	4850	\$	
Professional and consulting fees	4860	\$	
Education and training for staff and volunteers	4870	\$	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	

4850: e.g. maintenance, utilities, insurance

4860: e.g. legal fees, bookkeeping fees, etc.

4870: exclude GSI continuing education payments

Schedule 6

Detailed Financial Information



Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	
Amortization of capitalized assets	4900	\$	
Research grants and scholarships as part of charitable activities	4910	\$	
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$	
Specify type(s) of expenditures included in the amount reported at 4920	4930		
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	

4891: e.g. photocopier, computer

4920: e.g. worship supplies, costs of rental property not used for charitable purposes

Schedule 6

Detailed Financial Information



Of the amounts at lines 4950:

(a) Total expenditures on charitable activities.....	5000	\$	
(b) Total expenditures on management and administration	5010	\$	
(c) Total expenditures on fundraising	5020	\$	
(d) Total other expenditures included in line 4950.....	5040	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950 and 5050)	5100	\$	

5010: refer to guidelines on next slide

5020: e.g. mailings, advertising

5040: likely zero

5050: gifts to other charities (refer to Qualified Donee Worksheet)

5000: the remainder (should be 85% – 95% of total)

Schedule 6

Detailed Financial Information



Management and Administration expenditures

- Not black & white – any expenditure is likely directly or indirectly used for charitable purposes
- CRA expectation: approximately 10% of total expenditures
- Best practice: Identify which expenses to categorize as “management and administration” and use that definition consistently in future years

Schedule 6

Detailed Financial Information



Example of how Management and Administration expenditures might be defined:

None, part or all of the following:

- support staff compensation
- bank charges
- accounting/legal fees
- office supplies, printing, postage
- insurance premiums
- occupancy costs associated with mgmt/admin

= ~10%

Schedule 6

Detailed Financial Information



Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

- Enter the amount accumulated for the fiscal period, including income earned on accumulated funds **5500** \$
- Enter the amount disbursed for the fiscal period for the specified purpose **5510** \$

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period **5750** \$

5500, 5510, & 5750: not applicable to most congregations

Schedule 6

Detailed Financial Information



Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

- The 24 months before the **beginning** of the fiscal period
- The 24 months before the **end** of the fiscal period

5900	\$	
5910	\$	

5900 & 5910: refer to following example

Schedule 6

Detailed Financial Information



Examples of “Property Not Used for Charitable Activities or Administration”

- A house previously used as a parsonage that’s currently being rented out to a third party
- A building (or portion of a building) not being used for any congregational purposes and being used for non charitable activities (rental to a for-profit)
- Cash, investments, etc.

Schedule 6

Detailed Financial Information



Example: Property Not Used for Charitable Purposes

Value of Property Not Used for Charitable Activity or Administration

Dec 31, 2019	\$200,000
Dec 31, 2020	\$300,000
Dec 31, 2021	\$400,000

For fiscal year 2021, the average value of property not used for charitable activities or administration during:

- the 24 months before the beginning of the fiscal period
= Box 5900 = $(\$200,000 + \$300,000)/2 = \$250,000$
- the 24 months before the end of the fiscal period
= Box 5910 = $(\$300,000 + \$400,000)/2 = \$350,000$

Schedule 6

Detailed Financial Information



Why Is This Important?

- Disbursement Quota (DQ) = 3.5% of property not used for charitable activity
- A charity with at least \$100,000 of property not used for charitable activity is required to expend, at minimum, the amount of its DQ on:
 - its own charitable activities, or
 - gifts to qualified donees
- Ensures that charitable funds are used for charitable purposes, not accumulated indefinitely

Schedule 6

Detailed Financial Information



Example: Disbursement Quota

Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	250,000
• The 24 months before the end of the fiscal period	5910	\$	350,000

For 2021: $3.5\% \times \$250,000 = \$8,750$ must be spent on charitable activities

For 2022: $3.5\% \times \$350,000 = \$12,250$ must be spent on charitable activities

Schedule 6

Detailed Financial Information



Furthermore ... A charity that receives a gift from a non-arm's length charity must use 100% of the gift on its own charitable activities or gifts to Qualified Donees in the fiscal period the gift was received or in the following fiscal period.

e.g. A congregation receives a \$5,000 mission grant from the Eastern Synod in 2021. In addition to spending the amount of its DQ on charitable activities in 2021, the congregation must spend an additional \$5,000 on charitable activities in 2021 or 2022.

Schedule 6

Detailed Financial Information



DQ Excess: can be carried forward for five years or carried back one year

DQ Shortfall: can be met using excess from past five years or from next year

Section E: Certification



Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf of the charity. **It is a serious offence under the Income Tax Act to provide false or deceptive information.**

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print)		Signature
Position in charity		Phone number
Date		

Remember to ensure that an authorized individual (treasurer, chairperson, etc.) signs!

Section F: Confidential Data



Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address		
City		
Province or territory and postal code		

F2 Name and address of individual who completed this return.

Name	
Company name (if applicable)	
Complete street address	
City, province or territory, and postal code	
Phone number	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input type="checkbox"/> No

Checklist



- ✓ Form T3010, Registered Charity Information Return, and all applicable schedules
- ✓ A signed copy of the charity's financial statements
- ✓ Form T1235, Directors/Trustees and Like Officials Worksheet
- ✓ Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)

Mailing (Printed T3010)



- Mail the completed forms and your financial statements to:

Charities Directorate
Canada Revenue Agency
105 – 275 Pope Road
Summerside PE C1N 6E8



T3010 Tips & Best Practices

- Ensure correct version of T3010 is completed
 - Determined by congregation's fiscal year-end date
- Best approach is to collect all data in advance, perhaps on a separate spreadsheet
- Ensure responses are complete
 - e.g. financial reporting must include all bank accounts, revenue/expenditures for all groups related to your congregation (e.g. youth group, women's group, cemetery etc.)
- Ensure responses are accurate, including a review by another person (e.g. by someone on the council / board)



T3010 Tips & Best Practices

- Report data in a consistent fashion from year to year
 - Unless correcting an error made in a previous year
- Ensure T3010 is received by CRA within 6 months of fiscal year-end
 - Council chair should have a standard council agenda item each year several months prior to the deadline
 - Treasurer should report when T3010 has been filed
- Try to define GL accounts that mirror T3010 requirements



For More Assistance

- Consult CRA's guide "Completing Form T3010 Registered Charity Information Return" (T4033)
- Call CRA's Charities Directorate: 1-800-267-2384
- Email:
 - Kim Marcy (kmarcy@elcic.ca) and
 - Keith Myra (kmyra@elcic.ca)



Eastern Synod
of the Evangelical Lutheran Church in Canada

QUESTIONS?

