

Treasurer's Workshop

Treasurer's Responsibilities

Reporting obligations - Internally and CRA

Managing tax receipts

Books and Records

Recording Transactions

CAMS



Accountability and Stewardship

These guiding principles must always be kept in mind as we handle donations entrusted to the Society to serve our Neighbours in Need.



Treasurer's Responsibilities

1. Complying with Governing Documents

- a) The Rule and Statutes of the Society of Saint Vincent de Paul, Canada
- b) Policy #22-Management of Finances and Resources for Particular Councils and Conferences
- c) Income Tax Act
- d) Objects of the Corporation as stated in the Letters Patent/Articles of Incorporation
- e) Donor restrictions (breach of trust)

2. Prepare an annual Conference Budget

3. Maintain a bank account for exclusive use by the Society



Treasurer's Responsibilities-Continued

4. Keep up to date records of all receipts and expenditures
5. Regular and prompt bank deposits
6. Present financial report at each meeting and record in minutes
7. Issue tax receipts
8. Safeguard cash and near cash items (gift cards and vouchers)
9. File T3010 with Canada Revenue Agency (CRA)
10. Report to Particular Council (monthly) and Toronto Central Council (annually)



Reporting Obligations

INTERNAL - Monthly and Annual

CONFERENCE

PARTICULAR COUNCIL

TORONTO CENTRAL COUNCIL

ONTARIO REGIONAL COUNCIL

NATIONAL COUNCIL OF CANADA

CANADA REVENUE AGENCY (CRA)



Society of Saint Vincent de Paul
Toronto Central Council

INTERNAL REPORTING OBLIGATIONS

MONTHLY

- Bank Reconciliation

Bank statement balance as at December 31, 2023		5,000
Less outstanding cheques:		
Cheque#50	Durham Particular Council -for November vouchers	(500)
Add outstanding deposits		
	Cash donations	100
	Cheque donations	200
		<u>300</u>
Bank balance per accounting records as at December 31, 2023		<u>4,800</u>

Example: You issued a & mailed a \$500 cheque on December 20, 2023 to your PC but it didn't clear the bank until January 3rd, 2024

Example: you received cheque and cash donations on December 31, 2023 but did not deposit them at the bank until January 3rd, 2023



INTERNAL REPORTING OBLIGATIONS - Continued

MONTHLY

- FINANCIAL REPORTS
 - BALANCE SHEET

Assets = Liabilities + Net Assets

*****MUST BALANCE*****

- INCOME STATEMENT
 - Revenue – Expenses = Surplus (Deficit)



INTERNAL REPORTING OBLIGATIONS - Continued

ANNUAL

2023 ANNUAL REPORT

DUE February 2nd, 2024

Links to the online forms will be emailed and available on the Toronto Central Council website by December 15th.



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Toronto Central Council

INTERNAL REPORTING OBLIGATIONS - Continued

THE **PURPOSE** OF THE CONFERENCE'S ANNUAL REPORT IS TO SATISFY THE FINANCIAL REPORTING REQUIREMENTS OF:

1. Particular Council (PC)
2. Toronto Central Council (TCC)
3. Ontario Regional Council
4. National Council of Canada



Society of Saint Vincent de Paul
Toronto Central Council

INTERNAL REPORTING OBLIGATIONS - Continued

2023 ANNUAL FINANCIAL REPORT-Survey Monkey



Society of Saint Vincent de Paul Toronto Central Council

Society of Saint Vincent de Paul Greater Toronto Central Council Conference Activity Report for the year 2023

Deadline to submit: February 2, 2024

The data reported in this form will be used to compile the aggregate report for submission to higher councils. Please note, all conferences within the Greater Toronto Central Council must use this form. Do not use forms available from the Regional or National Councils.

Please do not hesitate to contact Liza Gowe at lgowe@ssvptoronto.ca if you have any questions.

Questions with * are required



Society of Saint Vincent de Paul
Toronto Central Council

INTERNAL REPORTING OBLIGATIONS - Continued

2023 ANNUAL FINANCIAL REPORT-Survey Monkey

- Numeric fields are formatted for numeric values (-100,000 through 100,000) rounded to the nearest dollar. Please do not input NIL, N/A, etc. in numeric fields.
- Please email Liza at lgowe@ssvptoronto.ca if you need to make changes to an already submitted SurveyMonkey report.
- You cannot save the forms and return to them later; you must enter the data and click "Done" in the same session
- Once a form is submitted a "Thank You" message will appear.

"Done" must be selected to submit form

Done

Powered by




See how easy it is to [create a survey](#).



Society of Saint Vincent de Paul
Toronto Central Council

CRA REPORTING OBLIGATIONS

Registered Charity Information Return- T3010

 Canada Revenue Agency / Agence du revenu du Canada

Registered Charity Information Return Protected B when completed

Section A: Identification

• To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

Complete the following:

1. Charity name:
2. Return for fiscal period ending:

Year	Month	Day
3. BN/registration number:

R R

4. Web address (if applicable):

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:	BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)
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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 the CRA's List of charities and refer to the charity's detail page.



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Toronto Central Council

CRA REPORTING OBLIGATIONS

A new version of Form T3010 is coming in January 2024 – version 24

Charities with fiscal periods ending **on or after December 31, 2023**, will have to file their Form T3010 using **version 24**.



Society of Saint Vincent de Paul
Toronto Central Council

CRA REPORTING OBLIGATIONS-Continued

Checklist of Annual Reporting to CRA

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a 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)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's registration may be revoked.

A list of items reported in Line 5050 of the T3010 "Total Amount of gifts made to all qualified donees"



CRA REPORTING OBLIGATIONS - Continued

Consequences of not Filing T3010

- Revocation of charitable status
- Cannot issue receipts
- Lose benefits of registered status (i.e. Exempt from paying income tax)
- May not be able to reregister
- \$500 penalty



CRA REPORTING OBLIGATIONS - Continued

Available Resources

Resource	Link/Contact Information
T4033-Completing Form T3010 Registered Charity Information Return	https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4033.html
T3010 checklist	https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/checklists-charities/t3010-checklist-avoid-common-mistakes-when-filing-your-return.html
Charities and giving-Services and information	https://www.canada.ca/en/services/taxes/charities.html



CRA REPORTING OBLIGATIONS – Continued

Available Resources

Resource	Link/Contact Information
Subscribe to a Canada Revenue Agency electronic mailing list	https://www.canada.ca/en/revenue-agency/news/e-services/canada-revenue-electronic-mailing-lists/subscribe-a-canada-revenue-agency-electronic-mailing-list.html
Toronto Central Council (TCC)	Liza Gowe, Director of Finance, Email: lgowe@ssvptoronto.ca Louise Coutu, Executive Director Email: lcoutu@ssvptoronto.ca
Ontario Non-Profit Network– subscribe to ONN E-News	https://theonon.us17.list-manage.com/subscribe?u=cf59c73065cb8f4354e5408be&id=162942603d
Carters Professional Corporation (Carters)	http://www.carters.ca/index.php?page_id=109



CRA REPORTING OBLIGATIONS - Continued

**T3010
Reporting
Deadline**

No later than six months after the end of the charity's fiscal period

With a December 31, 2023 fiscal year end the T3010 due date is

June 30, 2024



CRA T3010 Filing

From CRA's website:

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/t3010-charity-return-filing-information.html>

Two ways to file your T3010 - charity return

1) Through My Business Account

Send the **Filing Returns Online - NETFILE form** to the National Council of Canada. Form can be found at <http://svdptoronto.org/wp/wp-content/uploads/2020/01/Filing>Returns-Online-2019-11.pdf>

2) On paper



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Toronto Central Council

Managing Tax Receipts

The following is from CRA's website:

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts/what-information-must-on-official-donation-receipt-a-registered-charity.html>


Receipts for cash gifts must have the following:

- a statement that it is an official receipt for income tax purposes
- the name and address of the charity as on file with the Canada Revenue Agency (CRA)
- a unique serial number
- the registration number issued by the CRA
- the location where the receipt was issued (city, town, municipality)
- the date or year the gift was received
- the date the receipt was issued
- the full name, including middle initial, and address of the donor
- the amount of the gift
- the amount and description of any advantage received by the donor
- the eligible amount of the gift
- the signature of an individual authorized by the charity to acknowledge gifts
- the name and website address of the CRA



Society of Saint Vincent de Paul
Toronto Central Council

Sample Tax Receipt for Toronto Central Council for Cash Gifts



Society of Saint Vincent de Paul
Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Operator: August 14, 2023

AMÉLIE HOUSE Donor Name
 ELISA HOUSE Address
 MARY'S HOME City, Ontario
 ST. CLARE RESIDENCE Postal Code
 ST. FRANCIS RESIDENCE
 DEPAUL VINCENT MARTINEAU HOMES
 VINCENPAUL COMMUNITY HOMES
 OZANAM HOUSE
 COURT SERVICES
 PRISON APOSTOLATE
 MARYSGROVE CAMP
 CAMP OZANAM
 ST. VINCENT DE PAUL COMMUNITY STORES

Dear Mr./Ms. Lastname:

Your donation in the amount of \$XXXX is gratefully acknowledged.

Please be assured that this gift will be of great assistance to all whom we serve, through our home visitation outreach, as well as our emergency and supportive housing and shelters. We are grateful for your support and personal interest in this valuable program.

On behalf of the Society, I extend our sincere gratitude to you for your generosity and continued support.

Sincerely,

Louise Coutu
Executive Director

LC|pop

SOCIETY OF SAINT VINCENT DE PAUL
 Toronto Central Council
 240 Church Street, Toronto, Ontario M5B 1Z2

DATE OF RECEIPT	Month date, 2023	Charitable Registration Number: 11915 5133 RR0002
DATE OF DONATION	Month date, 2023	
YEAR OF DONATION	2023	
AMOUNT	\$XXXX	Amt description Dollars

Received with thanks

Donor Name
 Address
 City, Ontario
 Postal Code

Authorized Signature

Serial Number: CXXXXX

Canada Revenue Agency - canada.ca/charities-giving
OFFICIAL RECEIPT FOR INCOME TAX PURPOSES
 Telephone: (416) 364-XXXXX Fax: (416) 364-2055 * Email: info@ssvptoronto.ca
 Registered Charity 11915 5133 RR0002
www.ssvptoronto.ca



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Toronto Central Council

MANAGING TAX RECEIPTS - Continued

Receipts for non-cash gifts must also include:

- the date the gift was received (if not already included)
- a brief description of the gift received by the charity
- the name and address of the appraiser (if the gift was appraised)
- The amount of a non-cash gift must be its fair market value at the time the gift was made.



MANAGING TAX RECEIPTS - Continued

Gift certificates and gift cards


<https://www.canada.ca/en/revenue-agency/news/cra-multimedia-library/charities-video-gallery/gift-certificate-card.html>

- **The gift card issuer** is the individual or business, such as a retail store, that donates a gift card that can be exchanged for goods or services. If the issuer donates a gift card to your charity, you cannot issue a donation receipt until your charity uses the gift card to buy something. Only then can you issue a donation receipt for the amount that you redeemed from the card. This is because a gift card is only a promise to issue a gift, and a transfer of property has not yet taken place. Once your charity uses the gift card to buy something, that promise is fulfilled, and the property is transferred.
- **The gift card holder** is the person who has the gift card, and is not the issuer of the card. If the gift card holder decides to donate the gift card to your charity, you can issue a donation receipt to the holder for the amount of the gift card, this is because it has a monetary value, since it was purchased by the gift card holder.
- An important rule to remember is this: The issuer of a gift card can never be the holder of that card.



Society of Saint Vincent de Paul
Toronto Central Council

Sample Enclosure Letter and Tax Receipt for Toronto Central Council for Non-Cash Gifts



Society of Saint Vincent de Paul
Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Composed of:

- DERRHAM Particular Council
- ETOBICOKE Particular Council
- HUNTER VALLEY Particular Council
- PEEL Particular Council
- PEEL NORTH Particular Council
- SCARBOROUGH EAST Particular Council
- SCARBOROUGH WEST Particular Council
- TORONTO EAST Particular Council
- TORONTO NORTH Particular Council
- TORONTO WEST Particular Council
- YORK SOUTH Particular Council

Operates:

- AMELIE HOUSE
- CAMP OZANAM
- COURT SERVICES
- DEPAUL, MARTINEAU & VINCENT HOUSE
- ELISA HOUSE
- MARYSGROVE CAMP
- MARY'S HOUSE
- OZANAM HOUSE
- PRISON APOSTOLATE
- ST. CLARE RESIDENCE
- ST. FRANCIS RESIDENCE
- ST. VINCENT DE PAUL COMMUNITY STORES
- VINCENTPAUL COMMUNITY HOMES

December 28, 2022

Donor's Name
Donor's Street Address
City, Ontario
Postal Code

Re: Donation of Gift in Kind

Dear Donor's Name,

We greatly appreciate your generous contributions to the Society of Saint Vincent de Paul for our special works. We are grateful for your support of our programs and services.

The Society's outreach encompasses the most critical elements of human interaction, treating people with dignity and respect. Clearly, you recognize and support this vision. We are blessed to have your support as we serve those who turn to us in their time of greatest need.

On behalf of the Society, we wish you and your families a wonderful Merry Christmas and a Happy New Year filled with good health and happiness.


Sincerely,

Louise Coultu
Executive Director

LCipop

Encl.

Telephone: (416) 364-3224 • Fax: (416) 364-2055 • Email: info@ssvvtoronto.ca
Registered Charity 11915 5133 RR0002
www.ssvvtoronto.ca



Society of Saint Vincent de Paul
Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Charitable Registration Number: 11915 5133 RR0002 Serial Number: C10781

DATE GIFT RECEIVED	Dec 15, 2023	DATE RECEIPT ISSUED	December 16, 2023	YEAR OF DONATION	2023
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DESCRIPTION OF PROPERTY

10 Walmart Gift Cards (\$100 each) - \$1,000.00
5 Loblaws Gift Cards (\$100 each) - \$500.00

Total Value: \$1,500.00

FAIR MARKET VALUE	\$1,500.00	APPRaiser's NAME AND ADDRESS	Appraiser's Name Street Address Street City, Ontario Postal Code
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DONATED BY: Donor's Name

ADDRESS: Street address
Toronto, Ontario
Postal Code

APPRaisal DATE: December 15, 2023

Received with thanks

Authorized Signature

Canada Revenue Agency - canada.ca/charities-giving
OFFICIAL RECEIPT FOR INCOME TAX PURPOSES FOR GIFTS OF PROPERTY
Telephone: (416) 364-3224 • Fax: (416) 364-2055 • Email: info@ssvvtoronto.ca
Registered Charity 11915 5133 RR0002
www.ssvvtoronto.ca



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Toronto Central Council

MANAGING TAX RECEIPTS - CONTINUED

A registered charity **cannot issue receipts** for the following:

- for contributions of services provided to the charity (services do not qualify as gifts)
- on behalf of another organization or charity
- in a name other than the name of the true donor

(<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts/what-you-need-know-issue-official-donation-receipt.html>)



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Toronto Central Council

MANAGING TAX RECEIPTS - CONTINUED

Examples of when to issue charitable receipts:

- gift cards - donor wanting a charitable receipt when they have no receipt but give the cards. This is a non-cash gift and the fair market value of the gift card has to be verified.
- gift cards with receipts presented – donor wanting a charitable receipt. This is a non-cash gift and the fair market value of the gift card has to be verified.
- cash gifts – can issue a charitable receipt as long as you know who the true donor is.
- companies making donations wanting a charitable receipt – a charitable receipt can be issued as long as you know who the true donor is.
- schools holding a collection - do they get a receipt? No they get a letter of thanks.
- no receipts for used goods, meals, services etc.



MANAGING TAX RECEIPTS - CONTINUED

For inquiries regarding tax receipts for items that are outside the typical donations, please request guidance.



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Toronto Central Council

EXAMPLES OF TRUE DONORS – FROM CRA’S WEBSITE

(<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts/what-you-need-know-issue-official-donation-receipt.html>)

NOTE:
You need to have evidence of the true donor for every receipt you issue. The Canada Revenue Agency may ask you for this.



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Toronto Central Council



Your charity receives a cash donation by cheque from Albert Smith.
The name on the cheque is Albert Smith.

WHO IS THE TRUE DONOR?

Albert Smith is the true donor, and you can issue an official donation receipt in his name.

WHAT IF THERE ARE TWO NAMES ON THE CHEQUE?




WHO IS THE TRUE DONOR?

- a. Matteo Renda
- b. Emilia Renda
- c. Both

.....

All the choices are correct. When people make a donation using their joint account, you can write one or both of their names on the donation receipt.

EXAMPLES OF TRUE DONORS – FROM CRA'S WEBSITE CONTINUED



Chun has a party at her house. She tells her friends that she is collecting funds for your registered charity and asks them to donate. Chun raises \$45.

The next day she takes this cash to your charity and asks for a donation receipt.

CAN YOU ISSUE A DONATION RECEIPT TO CHUN FOR \$45?

No. Chun's friends knew that they were donating to your charity. The friends are the true donors.

Since Chun doesn't know who put money in the box, you cannot name the true donors, and hence cannot issue a receipt.



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Toronto Central Council

Books and Records FROM CRA'S WEBSITE-

Stay on top of your charity's

books and records



WEBSITE-

[https://www.canada.ca/en/revenue-](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[agency/services/chari-](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[ties-](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[giving/charities/oper-](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[ating-a-registered-](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[charity/books-](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[records.html](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

[records.html](https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html)

Proper books and records make it easier for you to complete your charity's annual information return and demonstrate to the Canada Revenue Agency (CRA) that your charity is using its resources for charitable purposes.

Examples of records



Organizational

- Governing document
- By-laws
- Meeting minutes



Financial

- Financial statements
- Copies of donation receipts
- Payroll records



Source documents

- Emails
- Written agreements
- Contracts and invoices



Society of Saint Vincent de Paul

Toronto Central Council

BOOKS AND RECORDS FROM CRA'S WEBSITE-

WEBSITE-
<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/books-records.html>

Storage tips

Store at a Canadian address on file with the CRA.

Keep backup copies in a separate place, preferably off-site.

Use a readable format for electronic records such as PDF, Excel, or Word.

Any electronic records must be easily accessible from Canada.

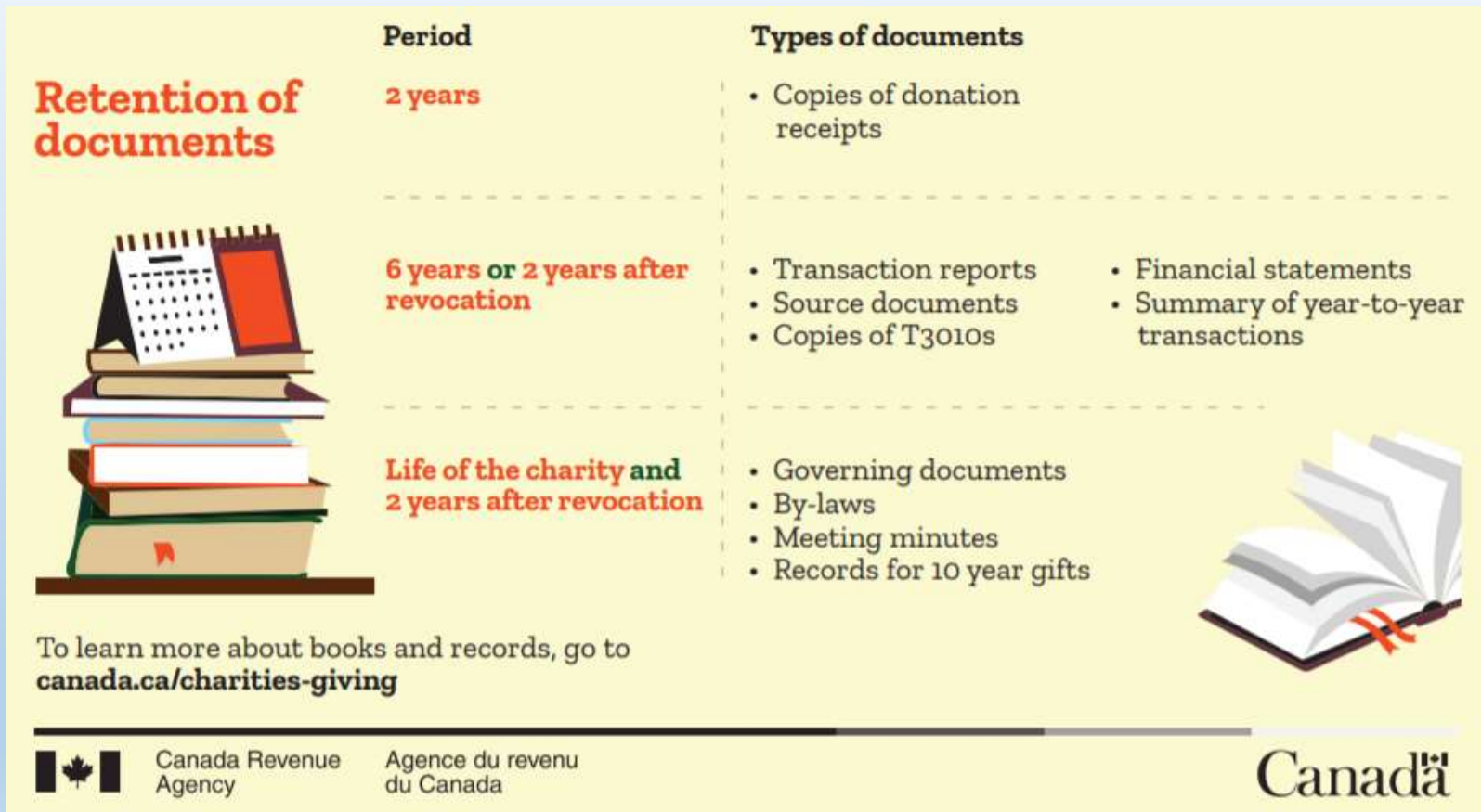
Note: Even if you hire a professional to keep your books and records, your charity is responsible for their completeness, accuracy and accessibility.



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Toronto Central Council

BOOKS AND RECORDS FROM CRA'S WEBSITE-


WEBSITE-
<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities-operating-a-registered-charity/books-records.html>

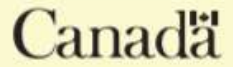


Retention of documents

Period	Types of documents
2 years	<ul style="list-style-type: none"> Copies of donation receipts
6 years or 2 years after revocation	<ul style="list-style-type: none"> Transaction reports Source documents Copies of T3010s Financial statements Summary of year-to-year transactions
Life of the charity and 2 years after revocation	<ul style="list-style-type: none"> Governing documents By-laws Meeting minutes Records for 10 year gifts

To learn more about books and records, go to [canada.ca/charities-giving](https://www.canada.ca/charities-giving)


 Canada Revenue Agency Agence du revenu du Canada





Society of Saint Vincent de Paul
 Toronto Central Council

RECORDING TRANSACTIONS

Pass up payment to a Particular Council

LINE 5050 Total amount of gifts made to all qualified donees

Receipt of a pass down from a Particular Council or Toronto Central Council-This includes the donations that Toronto Central Council receives on behalf of the Conference or Particular Council that are then paid to the Conference or Particular Council.

LINE 4510 Total amount received from other registered charities



RECORDING TRANSACTIONS-Examples

Entry #	Entry Description	Date	Account Description	T3010 reference #	Debit (Credit) Amount
1	Purchase 200 \$25 Gift Cards in bulk -Entry to record the \$5,000 purchase of gift cards net of \$250 discount on Dec 21, 2023				
		21-Dec-23	Inventory	4150	\$5,000.00
		21-Dec-23	Bank	4100	(\$4,750.00)
		21-Dec-23	Gain/Rebate on purchased gift cards	4650	(\$250.00)
2	Providing Gift Cards to Neighbour in Need -Entry to record a \$25 gift card given to a Neighbour in Need (NIN) on Dec 23rd, 2023				
		23-Dec-23	Donated goods used in charitable activities	4890	\$25.00
		23-Dec-23	Inventory	4150	(\$25.00)
3	Donated <u>receipted</u> gift cards -Entry to record \$100 of donated gift cards where a tax receipt was issued. Gift card was donated on Dec 27, 2023				
		27-Dec-23	Inventory	4150	\$100.00
		27-Dec-23	Donation for which a tax receipt was issued	4500	(\$100.00)



RECORDING TRANSACTIONS-Examples continued

Entry #	Entry Description	Date	Account Description	T3010 reference #	Debit (Credit) Amount
4	Donated <u>non-receipted</u> gift cards-Entry to record a \$25 donated gift card where a tax receipt was not issued.				
	Gift card was donated on Dec 28th, 2023				
		28-Dec-23	Inventory	4150	\$25.00
		28-Dec-23	Donation for which a tax receipt was <u>not</u> issued	4530	(\$25.00)
5	Pass down from Toronto Central Council for donations -Entry to record a cheque for \$2600 received from Toronto Central Council for donations received from Canada Helps, by credit card and cheque on behalf of the Conference.				
	The cheque was dated Dec 27, 2023 and received Jan 3, 2024.				
		3-Jan-24	Bank	4100	\$2,600.00
		3-Jan-24	Donation received from other registered charities	4510	(\$2,600.00)
6	Pass up to Particular Council-Entry to record a cheque issued on Jan 4, 2024 in the amount of \$5,000 to Particular Council with charitable status for pass up				
		4-Jan-24	Gifts made to qualified donees	5050	\$5,000.00
		4-Jan-24	Bank	4100	(\$5,000.00)



RECORDING TRANSACTIONS-Examples continued

Entry #	Entry Description	Date	Account Description	T3010 reference #	Debit (Credit) Amount
7	Donation received from another registered charity-The Knights of Columbus mentioned on Jan 2nd, 2024 they would be making a donation for \$5,000. A cheque for the donation was received on Jan 10th, 2024.				
		10-Jan-24	Bank	4100	\$5,000.00
		10-Jan-24	Donation received from other registered charities	4510	(\$5,000.00)
8	Cheque received from Canada Helps-A cheque dated January 4th, 2024 in the amount of \$1,250 was received from Canada Helps on Jan 7th, 2024 for donations received for the period Dec 20-26, 2023. The donations received from Canada Helps totaled \$1,300 and the Canada Helps fee is \$50.				
		7-Jan-24	Bank	4100	\$1,250.00
		7-Jan-24	Donation received from other registered charities	4510	(\$1,250.00)



CAMS-Conference Accounting Management System

Link:

<https://svdptoronto.org/members-area/forms-look-up/>

Select:

Computer Tools for
Treasurers and Secretaries

HOME WHO WE ARE WHAT WE DO GET HELP HOW TO HELP MEMBERS AREA

MEMBERS AREA

FORMS – LOOK-UP

The following program(s) and forms can be downloaded by clicking on the appropriate item. For all PDF files you will need [Acrobat Reader](#). If you do not have the program please [click here](#) to download a free version.

Camp


- [Staff Application Form](#)

Conference Resources

- Overview of the Greater Toronto Central Council [What We Do](#)
- [Turning Concern into Action](#) (graph)
- [Computer Tools for Treasurers and Secretaries](#) A choice of two computer programs for conference treasurers to assist in managing conference financial records, issuing annual charitable receipts etc. Both systems are based on the **Treasurer's Duties** guideline issued by Toronto Central Council. In addition there is a system available to conferences to assist with tracking client assistance activities. This system is an automated version of the Client Information Form which can be downloaded:
- [Annual-Report Form – 2020 to be submitted Feb 2021](#)

CANADA HELPS

Donate on line through Canada Helps

 Canada Helps.org
giving made simple

The CanadaHelps website



Society of Saint Vincent de Paul
Toronto Central Council

CAMS RESOURCES

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SVP Treasurer Tutorials, Guides & FAQs

<h3>Tutorials</h3> <p>Toronto Central Council holds training seminars for new treasurers, usually in January each year. The following tutorial materials, derived from presentations developed for an Annual General Meeting presentation, may help new treasurers until they can take the formal TCC training.</p> <ol style="list-style-type: none">1. Treasurer's Duties Revised: Mar 20202. SSVP Bookkeeping Basics Revised: Oct 2020 (incl. Appendix 1 Gift Card Disbursement Accounting)3. CRA Requirements Revised: Mar 20204. Gifts in Kind Revised: Mar 20205. Bank Reconciliation using CAMS Revised: Mar 2020	<h3>Guides and FAQs</h3> <p>Some helpful Guides and How To's for those new to CAMS and Excel</p> <ol style="list-style-type: none">1. FAQs for CAMS Revised: Sep 20202. Excel and Microsoft Office Explained for CAMS Users3. How to Download and Install CAMS4. Opening CAMS after Download5. Macros in Excel6. System Overview for CAMS7. Snipping Tool and Windows Explorer
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QUESTIONS



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