

# Workshop on T3010

By Janet Manafó  
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## Introduction

What is the purpose of filling a T3010?

- Holds the charity accountable to the public.
- [www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html](http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html)  
you are able to view your charity online.
- Allows Canada Revenue Agency to verify use of resources.

## Filing Requirements

Registered Charity Information Return (T3010)

- File annually on the correct form
- File within 6 months of the charity's fiscal period end
- **DO NOT MISS THE DEADLINE !!**

## Getting Organized Before We Start

- Have the actual form in front of you as you walk through this presentation.
- If you don't have it handy, but have access to a printer, here is the link;  
[www.cra-arc.gc.ca/E/pbg/tf/t3010/t3010-fill-15e.pdf](http://www.cra-arc.gc.ca/E/pbg/tf/t3010/t3010-fill-15e.pdf)
- Do we have all the financial data you will need?
- Do you know how you will separate expenses into the categories required by the CRA?

If you have all your numbers ready, it is simple to use the Fill-able online CRA form

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## T3010 - Section: A: Identification

Legal Name and BN registration number

Fiscal Period End

**A1:** Subordinate Position to a parent Organization

- YES
- Canadian Conference of the Brethren in Christ Church:  
**BN 118830389RR0001**

**A2:** Wound-up, dissolved, or terminated

- No

**A3:** Is your charity designated as a public or private foundation

- No

## T3010 - Section: B: Directors/Trustees

All directors, trustees and official information is **mandatory!!**

- Some information is public
  - For example: Term of office start and end date
- Some information is confidential
  - For example: Date of birth
  - Provide information on:  
**Form T1235**, Directors/Trustees and Like Officials Worksheet

- **The Lead Pastor should not be on as a director or trustee!!**

## T3010 - Section: C: Program & General Information

**C1:** YES

**C2:** Describe all ongoing and new programs

- Use short sentences and action verbs
- Describe all ongoing programs
- Don't include separate attachments
- Don't include fundraising activities

Sample:

- We hold worship services weekly
- We give pastoral care
- We provide ministries for men, woman, youth and children
- ??

**C3:** Yes

If yes, **complete T1236** must be completed (Qualified Donees Worksheet)

Identify Organization:

- BN registration number
- Associated charity ( If you have donated to BIC Canada –we are not an associated Charity –please check **-NO**)
- Amount of gift-in-kind
- Total amount of gifts

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**C4: No** (If you answered YES, Please contact us at the BIC Canada Office before completing Schedule 2, Activities Outside Canada).

**C5:** No

**C6:** Tick all fundraising methods used

**C7:** Usually NO

If using external fundraisers, complete Schedule 4 –identify name of fundraiser and relationship to church

**C8:** No (Our pastors should not be a director or trustee –conflict of interest)

**C9:** Usually YES -Identify if church has paid employees

- If YES, complete Schedule 3, Compensation
- Enter the number of full-time and part-time employees
- Do not include serviced billed for pulpit supply (the measure of an employ is if you issued a T4)

**C10:** Usually NO

**C11:** Usually NO

**C14:** NO (we should not be doing this!!)

## T3010 - Section: D: Financial Information

THE FINANCIAL REPORTING COMPONENT

Eligible to complete **Section D**

- If the charity's revenue is below \$100,000
- Charity's assets are \$25,000 or less
- Charity has not received permission to accumulate funds

**OR**

Complete schedule 6, Detailed Financial Information

Complete **only 1** of these sections

**D1:** Cash or Accrual

**D2:** Summary of financial position

Line 4050 - **It should be NO** (If yes, we should document the estimated Fair Market Value of Land/building)

Total assets \$

Total Liabilities \$

Line 4400 - NO

**Note:** Majority of our congregations do not own the Land/Buildings therefor it should not be reflected.

**D3:** Revenue (three key lines)

- Line 4490 - Yes
- Line 4500 - Tax-receipted amount \$
- Line 4530 - Non tax-receipted amount \$
- Line 4565 - No
- Line 4630 – Non tax-receipted fundraising

**Total Revenue on Line 4700**

**Do not issue official donation receipts to other registered charities!!**

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## D4: Expenditures

- Line 4860 - Professional and Consulting fees (small church should be modest, if any)
- Line 4810 -Travel and vehicle \$
- Line 4920 -All other Expenditures (Compensation/ building or rental expense)

## Total Expenditures on Line 4950

- Line 5000 Charitable activities includes: (80 %)
  - Salaries, Occupancy cost for building used in charity (church and manse)
  - Maintenance costs, heat and hydro, building repairs, upkeep and cleaning
  - Purchased supplies, equipment/goods and assets used In charitable programs

## Does not include fundraising and administration expenses that goes on Line 5010.

- Line 5010 Charitable activities includes: (20 %)
  - *You should not have zero on Line 5010 and should not be greater then 20% of Line 5000*
  - *Allocate percentage of Church building/rental expenses, church office administrative time expenses, paid secretary, and custodial.*
- Line 5050 amounts form qualified donees
  - *Do remember to enter total expenditures on line 5100 (Line 4950+ Line 5050)*

## T3010 - Section: E: Certification

Must be signed by a director/trustee, or like official authorized to sign on behalf of the charity

A third party cannot certify the T3010 (cannot have an accountant to do this on your behalf)

The person signing the return is certifying that it is correct, complete and accurate

## T3010 - Section: F: Confidential Data

F1: Physical Address of :

- The charity
- Books and records

F2: Identification of individual who completed the return

## T3010 - Schedule 6: Detailed Financial Information

If not eligible to complete Section D, you must complete schedule 6.

Identify if financial information prepared is on accrued or cash.

*Financial statements may not match the information reported on your T3010.*

- *Church building and land should not be included on the T3010.*
- CRA ask for total cash.

## Assets

- Break down assets on lines 4100 through 4170
- Short-term investments(GIC, bank accounts –shorter then year) and long-term investments (mutual funds)
- Non arms length transactions should be relatively rare.

Note: **Majority of our congregations do not own the Land/Buildings therefor it should not be reflected on your T3010**

***You will likely not be able to reconcile.***

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Calculated total assets not used directly in charitable programs or administration on **line 4250**.

- This is **usually zero**. Could be a manse if manse rented out.
- Note: long term investments don't go here!

## Liabilities

- Break down liabilities on lines 4300 through 4330

Line 4300

- Accounts payable –payments due for good and services
- Accrued liabilities –short term portion of long term debts and salaries (if you are not doing accruals, this should not affect you).

Line 4310

- Only arises where you allow donors making a future year contribution.

Line 4330

- Long term portion of any loan.

## Revenues

- Gifts received from individuals or businesses

Line 4500 - **tax-receipted gifts**

Line 4505 - 10 year gifts – usually zero

Line 4510 - (i.e. donations receipted by Canada Helps,...)

Line 4530 - non-tax receipted gift (i.e. anonymous gifts)

Line 4540,4550 and 4560 – Government funding – **IF ANY**

Line 4575 - non tax-receipted amounts received from outside Canada – **usually zero**

Line 4580 - interest and investment income (CRA is only interested in this if it is a positive amount) – **record zero, if negative**

Line 4590 – Report gross proceeds from sale of assets ( i.e. sale of a manse).

- Record the gain or the loss on line 4600

Line 4630 – record total non tax-receipted fundraising revenue (Dinners, special events, bake sale –reflect the expenses on the expense side)

Line 4700 – input total revenue (should closely a line with your financial statement)

## Expenditures

**Remember - allocate according to expenditure categories:**

Line 4800 – cost ( Advertising and promotion –ad placed in newspapers, pamphlets,...)

Line 4810 – Travel and Vehicle –lease payment, gas, repairs, mileage reimbursement,)

Line 4830 – should be Zero

Line 4840 – Office supplies and expenses –printer, paper, etc.

Line 4850 – Occupancy costs –rent or mortgage, hydro, etc.

Line 4860 – Professional and consulting Fees –audit fees, bookkeeping, contractors, etc.

Line 4870 – Education and training –courses for employees and volunteers, etc.

Line 4880 – Compensation needs to be reported (**Schedule 3**)–salaries, wages, benefits –Gross Cost )

Line 4890 – Fair Market Value of donated goods used in charitable programs –food, books, small equipment, etc.)

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Line 4891 – Total cost of all purchased supplies and assets (all goods acquired that do not fall in other categories – i.e. equipment).

Line 4900 – Amortization of assets – do not include amortization on donated goods on line 4890 like car, equipment, etc.

Line 4910 – Usually zero

Line 4920 – Other Expenditures (items that might not have fit in the other)

## HOT BUTTON

**Carefully review and enter** Line 5000, as well as line 5010, and 5020, and ensure that the total expenditures are recorded on charitable activities.

If we do not enter these sub-Line 5000, 5010 and 5020 we suggest that there are no administration expenses.

Line 5000 - Total expenditures on charitable activities (75 -80% i.e. allocate 80% of senior pastor salary for charitable activities)

Line 5010 - Total expenditures on management and administration (20% - i.e. allocate 20% of senior pastor salary for administration activities) **You should not have zero on Line 5010 and it should not be greater than 20% of Line 5000**

Line 5020 - Total expenditures on fundraising (0 -5%)

Line 5030 – **should be zero**

**On Line 5100 = 4950 + 5050**

## Other financial information

- Line 5500 and 5510 - *Usually zero*
- Line 5750 - *Usually zero*
- Line 5900 + 5910 - *Usually zero*

## T3010 - Definition of Qualifies Donees

Any money disbursed by your church should be on church programming or a gift to qualified donees.

Qualified donees are organizations that can, under the ITA, issue official tax receipts for gifts that individuals or corporations make to them.

### They include:

1. Registered Canadian charities;
2. Registered Canadian amateur athletic associations;
3. Housing corporations in Canada organized to provide low-cost housing for the aged;
4. Canadian municipalities;
5. Municipal or public bodies performing government functions in Canada;
6. The United Nations or an agency of the United Nations
7. Prescribed universities outside Canada who ordinarily enroll students from Canada and meet other requirements;

**Failing to include a copy of the financial statement in the return package, which is a revocable offence.**

## T3010 - After Filing the T3010

Each charity should receive a registered Charity Information Return Summary.

Each church should review what has been re-entered on the CRA site. This is to insure that the CRA has not made errors in inputting the information.

If the Church determines that the information on the registration Charity Information Return Summary is materially incorrect, T1240, Registered Charity Adjustment Request should be completed and filed.

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## T3010 - Questions

- For follow up questions please feel free to email the Director of Congregation Services at [janet.manafó@canadianbic.ca](mailto:janet.manafó@canadianbic.ca)
- 905.339.2335 x5