

The BC Conference of Mennonite Brethren Churches
Society # 2633 –incorporate Dec 23, 1940
BIN# 13215 4675 RR 0098

Checklist for Church Treasurers/Bookkeepers:

Initially:

- TD1 and TD1BC - keep in employee payroll file. New form needed only if there are changes to info.
- Application for employee benefits from the Canadian Conference of MB Churches
- Apply to CCRA for a payroll number through the BCMB office (different ending # than BC Conf.)
- Complete the CCRA charity registration application, Form T2050E available from the BCMB office
 - also included in that package is a sample constitution and By-laws for your church
- Register for Worker's Compensation Coverage
- Contact BCMB office to initiate adequate insurance coverage for the year. Complete values statement.

Annually:

- submit annual financial report, audited or un-audited to the BCMB office.
- Prepare and submit the Charities return T3010 within 6 months of the close of the fiscal year to CCRA.
- Each pastoral staff to complete a T1223 E Clergy Residence Deduction form, both sides and have the form signed. One copy for employee payroll file with job description and one copy to employee for Tax filing.
- Submit the GST Rebate, form GST66 E for half of the GST paid by the church in the past fiscal year.
- remit the Insurance Premium to Barton Insurance for valid coverage.
- complete the T4 and T4 Summary for all employees
- complete the T4A and T4A Summary for all honorarium or payments (includes scholarships awarded, benevolent funds) made to individuals for amounts over \$500.00 per person.
- complete the GST rebate on form GST66 E for one half of the GST paid by your church during the past fiscal year. If you keep this amount separate all year long, then this report is very easy to do.
- submit the GST rebate on mileage or gas receipts on form XE8 -1 called Application for refund of Federal Excise tax on Gasoline.

Quarterly:

- submit the WCB premiums as billed based on current payroll.

Monthly:

- submit the employee deductions and the employer's share of the CPP, EI and Income Tax to CCRA within 15 days of the following month.
- submit the employee benefits deductions and the employers share of Life Insurance, Extended Health, Long Term Disability and Group Pension to the Canadian Conference of MB Churches, Winnipeg
- submit the end of the year WCB premium based on payroll as per T4's PLUS total of T5's less amounts already paid on a quarterly basis
- submit the amount committed for Conference Ministry support to:
 - a.) BC Conference – Abbotsford, payable to BC Conference
 - b.) Canadian Conference – Winnipeg, payable to Canadian Conference
 - c.) MBMSI – Winnipeg, payable to MBMSI or the Canadian Conference
 - d.) Seminary –Winnipeg, payable to the Canadian Conference
 - e.) BOCE – BC Conference, Abbotsford, payable to BC Conference