



# What's **New** for Treasurers

## **Canada Revenue Agency News**

Although service levels for name changes and amalgamations continue to be longer than we would like, CRA has done a great job updating online resources, a few of which are highlighted here.

- **Need to update tax receipt format:** Canada Revenue Agency has recently transitioned its website to a new domain. A tax receipt “must include the name and internet website of the Canada Revenue Agency,” so your 2017 tax receipt templates should now show [www.canada.ca/en/revenue-agency](http://www.canada.ca/en/revenue-agency).
- **Complying with charity law:** Note that the privilege of offering tax receipting means we must comply with charity law around how we spend our money. In many situations, it is best not to flow money through the church books. This includes taking a collection for a departing minister or employee, or responding to personal fundraising campaigns in your community where the recipient is not a charity.
- **New T3010:** For 2017 filing, there is yet another new T3010 form. Remember, failing to file on time means not only an automatic \$500 fine but also a lot of paperwork to get your charitable status back. See [www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html](http://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html). We will be offering an updated webinar on this topic in February and a recording will be online. Check United in Learning for dates: [www.united-in-learning.com](http://www.united-in-learning.com).
- **Retaining donation envelopes:** A reminder of a big change last year: donation envelopes must now be retained for six years, just like all other financial documentation.

For other updates, check for useful videos at [www.canada.ca/en/revenue-agency/news/cra-multimedia-library/charities-video-gallery.html](http://www.canada.ca/en/revenue-agency/news/cra-multimedia-library/charities-video-gallery.html).

## **UCC Protect Property and Liability Insurance Renewal**

Good news: at time of printing—and unless claims increase dramatically—it looks like UCC Protect premiums will remain level for a third year.

This our second year with new insurer Royal Sun Alliance (RSA). More than half of our congregations continue to subscribe to this plan, and we can reduce premiums further if more join. If you are interested in a no-obligation quote, please send your completed application form ([www.united-church.ca/leadership/church-administration/ucc-protect](http://www.united-church.ca/leadership/church-administration/ucc-protect); scroll down to Downloads) by e-mail to UCC Protect Service Team at Hub International, [ucc@hubinternational.com](mailto:ucc@hubinternational.com), or call toll-free 1-888-550-5458.

## **Insurance Coordinator at the General Council Office**

After 20-plus years with The United Church of Canada, our friend Virginia Morato has retired from her position as Insurance Representative. We are pleased to announce that **Maria Pimpinella** will be your go-to person for all insurance-related matters. Maria has been working with the United Church for more than 10 years and will continue to support you in matters related to insurance, loans, grants, and real property. She can be reached at [mpimpinella@united-church.ca](mailto:mpimpinella@united-church.ca) or 1-800-268-3781, ext. 4147.

## **Directors and Officers Liability (D&O)**

This coverage for all congregations is provided by and paid for by the General Council Office. It protects our directors, officers, trustees, employees, and volunteers from personal liability arising from actual or alleged errors, misstatements, or breach of duty in their oversight responsibilities. For more information, please visit [www.united-church.ca](http://www.united-church.ca) and search “D&O faqs.”

You can also find the 2018 certificate of insurance at [www.united-church.ca](http://www.united-church.ca); search “D&O certificate.”

If you are asking your board members to participate as church representatives on another board, they are covered for this work under our Directors and Officers Liability, BUT they should ensure the outside board also carries its own D&O insurance.



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## **Third Party Insurance**

Third party insurance provides coverage for groups and individuals holding meetings, events, or parties at the premises of churches, camps, and outreach ministries. This insurance is available to order online, starting as low as \$100 for one-time only events and \$150 for ongoing support or self-help group meetings. Contact Hub at 1-888-550-5458 or visit their website: [www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance](http://www.hubinternational.com/en-CA/programs-associations/united-church-of-canada-event-insurance).

## **Home and Auto Insurance**

This program is available to all United Church employees, active pension plan members, pensioners, and dependants residing in the same household. United Church members are eligible for group discounts through Waterloo Insurance Company: [www.united-church.ca/leadership/church-administration/group-home-and-auto-insurance-program](http://www.united-church.ca/leadership/church-administration/group-home-and-auto-insurance-program).

## **Don't Throw Out Those Old Insurance Policies**

Based on a recent insurance claim circumstance that dates back many years (15+ years), it is our recommendation that churches maintain records of their insurance policies (insurer, broker, policy number, coverage details) for an indefinite period so you know where to go to report a potential liability insurance claim if/when such a circumstance arises after a prolonged period of time.

## **Protecting Yourself from Cyber Attacks**

We continue to hear more about cyber attacks, and churches are at risk too. We are investigating the possibility of having some form of umbrella coverage for congregations, but for now here are some tips on how to protect your church and even your home from cyber threats:

- Be suspicious of any e-mail or text message containing urgent requests for personal or financial information. Financial institutions and credit card companies do not normally e-mail to confirm an existing client's information.
- Contact the organization by using a phone number from a credible source such as a phone book or bill.
- Never e-mail personal or financial information.
- Avoid embedded links in an e-mail claiming to take you to a secure site.
- Get in the habit of looking at a website's address line to check whether it looks different from the address mentioned in the e-mail.
- Regularly update your computer protection with anti-virus software, spyware filters, e-mail filters, and firewall programs.
- A number of legitimate companies and financial institutions that have been targeted by phishing schemes have published contact information for reporting possible phishing e-mails as well as online notices about how their customers can recognize and protect themselves from phishing.
- Regularly check your bank, credit, and debit card statements to ensure all transactions are legitimate.

## **Treasurer Web Link**

This URL takes you to the most current information for budgeting, CRA compliance, insurance, responsible investment, and more: [www.united-church.ca/leadership/church-administration/local-administration](http://www.united-church.ca/leadership/church-administration/local-administration).

For stewardship best practices, see [www.stewardshiptoolkit.ca](http://www.stewardshiptoolkit.ca).

