NEWS for Treasurers

October 2018

Treasurer Webinars Fall 2018

Tuesday evenings
at 7:00 p.m. Eastern/4:00 p.m. Pacific

Eric Mathiesen and Clyde Harris are teaming up again for four new 90-minute webinars that will help unravel the crucial responsibilities of a church treasurer. The same low price applies whether you watch on your own or as a group: $9.99 per webinar or $29.99 for the series.

- **September 25: The Top Three Concern Areas for Treasurers**
  These are the top three areas you requested more information on:
  - special receipting situations
  - part-time employee vs. independent contractor
  - guidelines for fees for rentals, weddings, and funerals
- **October 30: All Things Insurance**
  We're inviting our broker to join us and help us think about all things insurance, including "all in" coverages that reduce cost.
- **November 6: All Things Payroll**
  Year-end is right around the corner, and that normally means an extra chunk of work for treasurers preparing 2018 filings and changes for 2019.
- **November 27: Remit Implementation and the New Assessment Process**
  Church structures are changing on January 1, and with them the ways that pastoral charges contribute to the financial costs of our denomination. This webinar is an opportunity to hear about the impact of these changes on your own pastoral charge and what you need to do for administration.

For more information and to register, visit **www.united-in-learning.com/index.php/webinars-for-church-treasurers-fall-2018.**

Have you missed a webinar? Want to refer back to one you've watched? Simply save this Web link for easy access to this year's recordings: **www.united-in-learning.com/index.php/webinars/recordings/2018-programs**.

New Assessment Process

In October, we will provide advance notice to pastoral charges on their projected 2019 assessment and options for payment. This advance notice is intended to support local budget planning and allow time for clarification if needed. Information is already available online using the access codes provided annually with your statistics package.

Additional information will be posted on our website and supplemented with other forms of communication, including an e-mail hotline for queries. This will be posted on our website under "New Assessment Process" as the information becomes available.

CRA Reminders

Updates to Official Donation Receipts

Official donation receipts must now include the name and website address of the Canada Revenue Agency.

The website address has changed to **www.canada.ca/charities-giving**. Charities and qualified donees have until March 31, 2019, to update their receipts.

For more information, see **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**.

GST/HST Electronic Filing and Remitting

You have several options for filing your GST/HST return or remitting an amount owing electronically. For more information, go to **www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/gst-account/file-a-gst-hst-return.html**.

How to Get GST/HST Returns

If you filed your last GST/HST return online, the CRA will mail you an electronic filing information sheet (GST34-3). Otherwise, they will mail you a personalized four-page return (GST34-2). The first page of both shows a four-digit access code for electronic filing.

If you lose or did not receive either form, you can do one of the following:

- Use the CRA's GST/HST Access Code Online service to get a new code for electronic filing: **www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/gst-hst-netfile/need-access-code.html**.
- Use the online order form to get the non-personalized version (GST62) of the paper return: see **www.canada.ca/en/revenue-agency/services/forms-publications/a-form-publication.html** for the "Order" link.
- Call 1-800-959-5525 to get a new GST34-2.

Insurance Updates

We are continuing to explore opportunities to reduce insurance costs and simplify the paperwork associated with insurance coverage. We are pleased to report that premiums for the UCC Protect plan continue to remain level, and if your policy renews in December there will again be no increase.

Our existing Directors and Officers (D&O) Liability Insurance is renewed annually in December at no cost to congregations. The updated insurance certificate is available online at **www.united-church.ca/leadership/church-administration/directors-and-officers-liability-insurance** (see Downloads at bottom of page).

Also in December, look for a broader and more simplified process for third-party insurance.

Additional information will become available in the near future. Please continue to visit our UCC Protect webpage for updates on this and other insurance changes: **www.united-church.ca/leadership/church-administration/ucc-protect**.

Contact Us at the General Council Office

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