

Look Online for YOUR Most Current Information!

Over the past several months, all of us have been living into the new church structure and related new processes—notably the new assessment process and updates to the annual church statistics process that affect the assessment calculation.

The annual statistics forms are sent to every pastoral charge in early January. Sections 1, 2, 4, and 5 of the forms are preprinted with the charge's most recently submitted statistical information to help with preparing the responses for the current year. While we still accept paper submissions, we hope as many congregations as possible will file online to help minimize administrative costs. You can do this by downloading standard software at <https://webapps.united-church.ca>.

Available online for those who have downloaded the application will be

- the most current assessment notice/statement which is updated each time a payment is received or a billing notice created
- pastoral charge statistics, including 27 years of history
- Mission & Service donation reports
- an updated future assessment calculation when you submit your statistics

Login information, including your M&S number and unique Access Code, is provided with your annual statistical package. At this time, the application is not available to Mac users. We are working to rectify this.

Treasurer Webinars

Erik Mathiesen is presenting new 90-minute webinars for church treasurers. The webinars are \$9.99 each. For registration and more information, see <https://united-in-learning.com/index.php/webinars/upcoming-webinars>. If you miss them you can go to the same link afterwards to watch recordings of the sessions and pick up the PowerPoint presentations.

○ **May 13 (7 p.m. ET/4 p.m. PT): Living into the New Funding Model**

The year 2019 is the first for handling assessments from one place instead of 80 and using a single, consistent, revenue-based formula. This webinar will provide an update on the most current principles and practices underlying the assessment calculation and what we have learned to date. It will also provide an update on what you can expect for 2020.

○ **June 10 (7 p.m. ET/4 p.m. PT): Top Ten Questions**

A mixture of top treasurer concerns and issues based on your feedback, this webinar will include common tax receipting challenges, best practice in building rentals, simplifying insurance processes, and new topics you ask for!

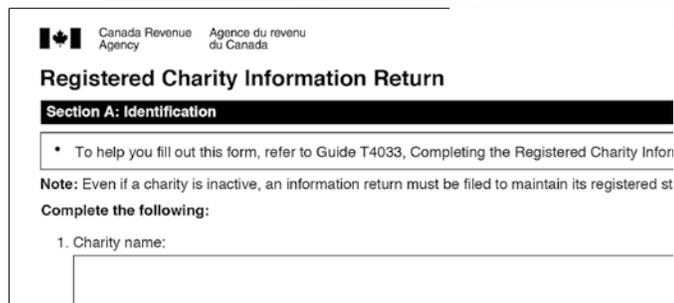


Grace-Westminster United Church, Saskatoon

CRA Reminder about Donation Receipts: Final Deadline Now Past

Official donation receipts must include the name and website address of the Canada Revenue Agency. The website address has changed to canada.ca/charities-giving. Charities and qualified donees had a grace period until March 31, 2019, to update their receipts.

For those who still do manual paper-based receipting, to order the latest *Official Income Tax Receipt Book*, please contact UCRD at 416-253-5456 or toll-free 1-800-288-7365, or order your book at www.ucrdstore.ca/official-income-tax-receipt-book.html.



Canada Revenue Agency / Agence du revenu du Canada

Registered Charity Information Return

Section A: Identification

To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return.

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

Complete the following:

1. Charity name:

Haven't Filed Your Annual T3010 Return Yet?

- Be sure to file well before the deadline—usually June 30!
- Visit united-in-learning.com/index.php/webinars/recordings for this year's webinar materials: a recording and PowerPoint presentation from the April "Completing the T3010 Annual Charitable Return" session. The single most important thing a treasurer must do to maintain charitable status is to file a T3010 each year before the deadline. This webinar provides an update on recent changes to the form and a line-by-line walkthrough based on best practices.

○ CRA is no longer providing peel-and stick labels, but make sure you received the TF725 form they mailed. If not, call 1-800-267-2384 right away to request this form as it is mandatory.

○ New mailing address:
Charities Directorate
Canada Revenue Agency
105 – 275 Pope Road
Summerside PE C1N 6E8

UCC Protect Third Party Liability Insurance

Part of overall risk management is ensuring that outside parties using your facility have their own insurance. Usually this is not a problem for regular users and tenants, but arranging coverage for one-time or less regular activities can be frustrating.

In response to your feedback, a number of changes have been made to UCC Protect Third Party Liability Insurance make this process easier. Easiest of course is expanding the definition of normal church use to include more activities so you don't need to get this insurance at all! UCC Protect has been adjusted to eliminate or at least reduce costs for most common activities. Check out the Risk Activities Table at www.united-church.ca/leadership/church-administration/ucc-protect (scroll down to the Downloads).

Directors and Officers Liability Insurance

ALL United Church congregations have Directors and Officers Liability Insurance coverage on a NO COST basis as this policy is fully paid for by the General Council Office. This coverage is renewed annually every December 1. For more information or to print a copy of the annual certificate for your records, see www.united-church.ca/leadership/church-administration/directors-and-officers-liability-insurance.



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