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R. Paul Goodyear, CMA, FCMA  
Financial Secretary

**Welcome...** I am very pleased to greet those of you who have subscribed to this new Finance Department periodic e-bulletin. We will use this publication as a new means of “electronic” communication with both DHQ and ministry unit personnel throughout the Territory on issues related to financial management and accounting, and to update readers on the various projects that we’re engaged in (such as the Consolidation Project). We are glad that you’ve chosen to subscribe. Please tell your friends and colleagues about it, and

feel free to pass on your copy to others who may be interested.

Financial management is an important function of helping the Army achieve its mission, and we hope that this bulletin will fulfill its goal of helping all of us perform that function better in the days ahead.

My colleagues and I welcome any feedback you may have concerning the issues that are raised in the e-bulletin. We would also be pleased to receive your suggestions for topics that you would like to see covered in future bulletins. Please send any comments or suggestions for future topics that you may have to the editor of the e-bulletin, either by email to “[paul\\_thornhill@can.salvationarmy.org](mailto:paul_thornhill@can.salvationarmy.org)” or in writing to:

The SalvationArmy  
Territorial Finance Department  
2 Overlea Blvd, 4<sup>th</sup> Floor  
Toronto ON M4H 1P5



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**Introducing...** Ms. Anna Malinski, our new Director of Consolidation. Anna comes to the Finance Department with several years of experience at the Toronto corporate office of Sears Canada, and more recently in the corporate finance office of Conventree Capital Inc., where she worked as financial and accounting analyst.

Anna will be taking the lead role in our Consolidated Financial Statement Project, starting with the major task of developing audit readiness guidelines for ministry units, as we bring the financial results of each into the territorial statements. A graduate of Wilfred Laurier University, she completed an Honours B.A. degree in Economics and Financial Management in 2001, and subsequently went on to earn her Certified Management Accountant (CMA) designation in 2006. We are very pleased to have Anna as a member of our management team, and invite field personnel to contact her with any questions they may have regarding the consolidation project. Anna can be reached via email through Lotus Notes (or by external email at "[anna\\_malinski@can.salvationarmy.org](mailto:anna_malinski@can.salvationarmy.org)") or by telephone at 416-467-3368.

We'll be introducing other members of our management team in future editions of the e-bulletin, to help put faces to the names, so stay tuned for upcoming issues.

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**CPA Compliant Cheques...** Many readers will already be aware that a standard cheque template has been developed in conjunction with our national cheque supplier Nebs Canada, through their subsidiary Safeguard. This new template is designed to meet the new compliance rules of the Canadian Payments Association (CPA) standard number 006, as well as allow for a stronger branding of the Salvation Army logo. Although these new cheques are now being shipped by Safeguard, we are recommending that ministry units order a small supply of these cheques as their current stock depletes. This will help minimize any wastage that might occur, should any additional changes be required by the banking industry in the next few months.

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Fortunately, the CPA has extended its deadline for implementing the new standards to 2008, so ministry units have several months to make the transition.

To order the new cheques (remember, only a small order please), contact Ian Barrie at:

Safeguard Marketing & Document Services  
Toronto GTA Office: (905) 693-1976  
Toll-Free: (866) 313-0039  
Fax Line: (866) 313-0935  
Direct Voice Mail Box: (877) 461-5006 Ext.2492  
E-mail: [ibarrie@cogeco.ca](mailto:ibarrie@cogeco.ca)

Refer to the Territorial Finance Manual (TFM) section 010401 for information on how to modify the cheque layout in Shelby Web, to print on these new cheques.

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**T3010(A)**... If your ministry unit has not already done so, now is the time to complete the annual T3010A(05) charitable return. The deadline for submitting these returns to your DHQ is June 30<sup>th</sup>, so don't delay. Most readers will already know that helpful instructions for completing the return are included in the Territorial Finance Manual (TFM) under section 0402. Included in the TFM is a PDF copy of the Canada Revenue Agency (CRA) T4033A(05) guide. This is the technical manual issued by the government, which can be used in conjunction with the TFM when completing the return. Also included in the TFM is a fillable MS Word document that can be used for the list of directors and trustees (one of the three main forms to be submitted with the return). See section B1, line 1700 of TFM section 0402.

New for 2007 are fillable PDF forms that can be used to complete the T3010A return and the T1236 "Qualified Donees Worksheet". While this is not truly an "online" method of submitting the return, it is a useful way of completing the forms via a computer rather than pen and paper (and it's the CRA's next step towards the goal of true "online" electronic submissions). Readers can obtain a copy of these fillable PDF documents in the TFM (under section 0402).

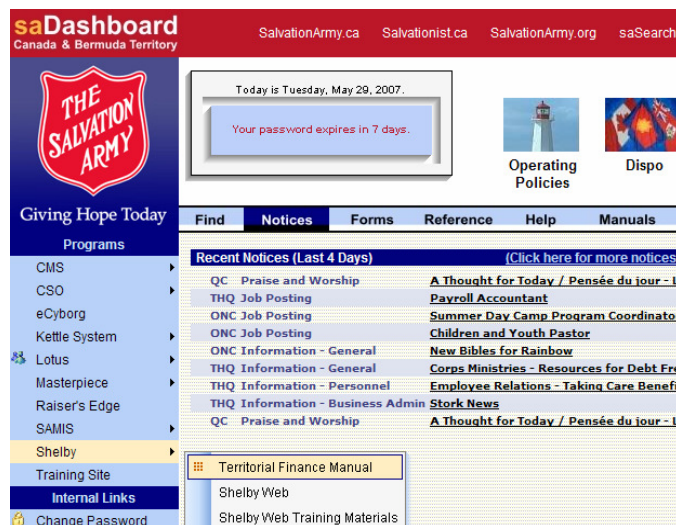


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**TFM...** Did you know that the Territorial Finance Manual (TFM) contains most of the Territory's policies and procedures related to accounting and finance? As such, the TFM represents the main resource document for all finance staff and corps finance locals, as well as the main finance resource for all officers.

The TFM contains 7 major sections, including a ministry unit accounting guide, the standard territorial chart of accounts, the territorial payroll guider, a T3010A guide, basic concepts and definitions, a divisional accounting guide, a section on Finance Department Services, and a section on Treasury and Banking.

And a number of recent updates have just been published, including revised credit card and banking polices (stay tuned for more information on these update). The TFM is available through Lotus Notes or via Domino Web Access directly on the "saDashboard". Look for a link on the left hand side pop-out menu, under "Shelby", as illustrated in the following example:



You can also navigate to the manual by clicking on the "Manuals" link on the main saDashboard menu, then navigating to Territorial, Finance, Territorial Finance Manual.

The "saDashboard" gives you access to numerous other resources in addition to the TFM, including the Operating Policy Manual, the Dispo, the Notice Board, the O&R, various forms and other reference material.

Don't have a "saDashboard" account?

Why not contact your divisional business office to request one? The cost is very reasonable, and access is available from any computer with an internet connection.



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**Finance Dept Website** ... Did you know that the Territorial Finance Department has a web presence, as part of the territory's "Salvationist.ca" website? Why not visit our site at [www.salvationist.ca/finance](http://www.salvationist.ca/finance) and take a look.



Our website has easy access to news and information for those Salvation Army personnel that do not have a "saDashboard" account or have not subscribed to our e-bulletin. You can find us under "Ministry Resources".

Included on our website is a key contacts section, listing the senior staff within the department, as well as our roles and value (mission) statement. Other web pages include sections on consolidation, Shelby Web and other general news items. Coming soon will

be a page to archive all of our e-bulletins, after they've been distributed. Visit often!!!

**POS Terminals**... For those Army locations that use Point of Sale (POS) terminals for processing debit and credit card transactions (such as thrift and book stores, units processing e-donations, course fees and so forth), it has come to our attention that POS terminals are being targeted by thieves who use the terminals to process fraudulent refunds on debit cards.

While the Salvation Army itself is not being targeted, our retail store locations are particularly vulnerable to this type of crime, and the liability for such a theft would lie with the Army. As such, it is critical that the following steps be taken to prevent theft or fraudulent use of POS terminals in our possession:



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1. Change terminal **PASSWORDS** or **PASSCODES** frequently. Refunds require a password (also known as an "authorization code") to be entered into the terminal before a transaction is authorized for processing. The default password which is preset on the terminal is known to thieves and should **not** be used. The Army leases its terminals from Global Payments Inc., and their staff can walk you through the process of changing passwords and can be reached at **1-800-263-2970**.
2. Shut down the terminals at night and start each day using the secure password. The same password is used for starting terminals and for authorizing refunds.
3. Store terminals securely overnight.
4. Keep passwords confidential.
5. Change passwords with staff turnover.
6. Set refund limits as low as possible. In cases where a refund greater than the limit is required, the store manager (or other trusted personnel) can call Global for a one time authorization.

For further information or assistance with regards to the use of POS terminals, you can contact Ms. Jinny Ghai, Treasury Administrator, by email through Lotus Notes or externally at "jinny\_ghai@can.salvationarmy.org" or by phone at 416-422-6152.

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**Shelby Web**... As part of the Territory's commitment to publishing fully consolidated financial statements to the public, government agencies and other stakeholders, the Territorial Finance Council approved the implementation of Shelby Web as the standard accounting system for all ministry units who perform their own accounting. This decision was made on April 5, 2006 and initiated the current project of converting all existing Shelby users to the Shelby Web platform by September 30, 2007 and all remaining ministry units to Shelby Web by April 1, 2008.

The Shelby Web platform runs the Shelby Systems software on a central server located at Territorial Headquarters, and includes a number of features and benefits, including:



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- Faster performance - Users with a high-speed internet connection typically find the system runs faster on THQ's high performance server than on their local desktop computer. And while a high speed internet connection is preferable, a dial-up connection is still feasible, and yields acceptable performance
- Flexible access - Users can access the system from any computer with an internet connection (and the latest Microsoft Windows Updates). For example, access from the office or from home, or while traveling (at a hotel or at the airport).
- Multiple user access - Shelby Web is covered by THQ's unlimited user license, so that multiple users can access their database at the same time, without the cost of additional Shelby user licenses (note that either a Lotus Notes or "saDashboard" account is required).
- Data security - The data is automatically backed up on a daily basis using the extensive backup systems at THQ. No fear of data loss if your local computer fails or is damaged. No need to re-install Shelby or restore the database when a replacement computer is purchased, as the database is securely maintained on THQ's central server.
- Enhanced features - Updates and enhancements to the Shelby software are installed by THQ staff, and are immediately available to all users on the Shelby Web system. No need for THQ to send out upgrade CDs. No need for ministry units to install Shelby updates. Enjoy the latest features of the software without the work of installation or upgrading.
- Improved support - The I.T. Department Helpdesk can provide better assistance to ministry units on questions and data problems they may encounter. And with the ministry unit's permission, they can even see the same screens that the local users is viewing, greatly enhancing the Helpdesk's ability to understand the issue at hand.

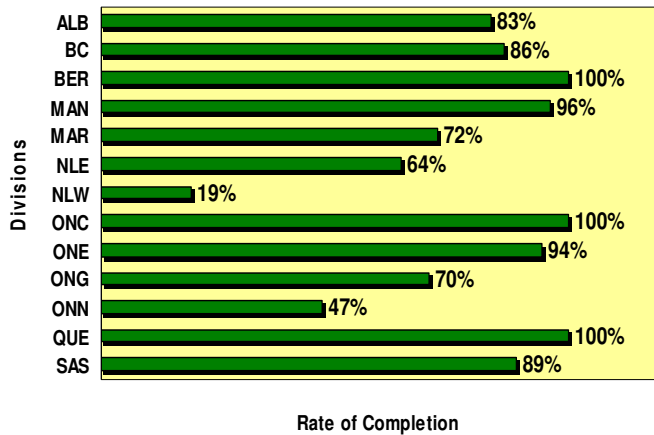
Have you switched your accounting to Shelby Web yet? Converting is fast and easy. Simply backup your local Shelby data to a disk or CD (or other removable media) and send this to the Helpdesk. Remember that once your data has been submitted for conversion, it is crucial that you do not enter any additional data to your local system. You can continue to use your local copy of Shelby for inquiry purposes only, and in reality, once users have access to Shelby Web via the internet, most users never go back to their local copy of Shelby.



Giving Hope Today

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SHELBY WEB CONVERSIONS



The chart on the left shows how each division is progressing towards the goal of converting their units to Shelby Web. Some divisions are already at 100%, while others are making arrangements to finish the process in the next few months.

Contact your divisional business office for more information on Shelby Web, or to arrange for your system conversion.

**RACs...** Did you know that there were five Regional Accounting Centres (RACs) across the country, and that together they account for over 45% of all the ministry level accounting in the Territory, as well as all of the divisional headquarters? We have offices in St. John's, Montreal, Toronto, Winnipeg and Calgary.

While the RACs were established in 1998 to provide financial and accounting services to the divisional headquarters, today they have grown to the point where they employ 36 staff to serve over 200 clients. Any ministry unit who would benefit from the efficiencies and expertise provided by a RAC can contract, on a fee for service basis, to have their accounting done by one of these centres.

One recent development which is prompting smaller units to move their accounting to a RAC is the "grant to small ministry units". This grant effectively allows units with an annual operating budget of up to \$100,000 to have their accounting done free of charge by the RAC. And units with budgets of between \$100,001 and \$299,999 can have their accounting done for a reduced fee. For further information, or to see if your ministry unit qualifies for this grant, contact your divisional business office.

