

Money & Mission



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Did You Know?

The finance department can provide expertise to assist divisions and ministry units on a consulting basis. Whether you need a financial or operational review of a program or facility, advice on whether to buy or lease equipment, help with the development of cash forecasts or financing alternatives, we can help.

Editorial

TELL US WHAT YOU THINK

With our next issue, Money & Mission will end its second year of publication. We thought it was timely to find out how our readers view the newsletter. The effort required to compile a semimonthly publication is not insignificant, particularly when it is being tackled by people who are already very busy. We want to ensure that our efforts are meeting your needs.

We have prepared a brief on-line survey on Money & Mission which you will find at the following link: <http://www.surveymonkey.com/s/MoneyandMission>

Please take a few minutes to complete the survey before July 11, 2012. Your input is very valuable to us and will help ensure that Money & Mission is meeting its readers' needs.

Operating As A Charity

REGISTERED CHARITY INFORMATION RETURN

Now that our fiscal year has ended, it will soon be time to complete your Registered Charity Information Return (T3010-1) for the year ended March 31, 2012. By law, charities must file their return no later than six (6) months after their year-end dates. For Salvation Army entities, this means a deadline of September 30, 2012.

However, the territory has established an internal deadline of four (4) months for all ministry units to complete and submit their return to their respective divisional headquarters. This means ministry units must submit their returns to divisional headquarters by July 31 to allow time for review before submission to the Canada Revenue Agency (CRA) by the September 30 deadline.

Because of the annual change of officers and summer vacations by both key staff and officers, it may be prudent to complete your return earlier than July 31.

If you are a client of the finance department's regional accounting services, the return will be filed for you. However, it is still important that you are aware of these deadlines, as you will be required to provide information on donations, program descriptions and other items.

Failure to file your return on time can result in penalties, ranging from a fine of at least \$500 to a revocation of your charitable registration.

For more information, please refer to Section 4 – Territorial T3010 Guide in the Territorial Finance Manual, the CRA website www.cra-arc.gc.ca, or contact one of the Finance department offices.

Financial Management

MANAGING CANTEENS AND TUCK SHOPS

As the camping season approaches, we wish to remind operators of canteens and tuck shops how to manage and account for these small business ventures properly.

Here are some simple guidelines to help account for funds derived from sale of merchandise. These guidelines apply to any situation where items are purchased for resale in minimal quantities.

Inventory controls

- Keep your store/canteen and all inventory under lock and key, with limited accessibility.
- Maintain a log of all items purchased, together with their cost and selling prices. Hold inventory to a minimum number of items.
- Create a daily sales report to track sales.
- Keep a log of all items given away. For example, canteen gifts should be journalized from the canteen expense to a gift expense account
- Have an opening inventory list. For example 500 bars, 500 bags of chips, 200 ice cream, etc. Remember to keep extra inventory in secure, locked location.
- Restock inventory at regular intervals, back to the original amount (e.g. 500 bars). Reconcile cash to expected cash based on number of items replenished.

Cash controls

- Use a cash register if possible and reconcile cash to register totals on a daily basis.
- Always have two people count cash.
- Deposit funds at the bank frequently.
- Remove cash from the register at the end of the day and store in a safe.

Other considerations

- Normally, you do not need to collect or remit GST/HST if your sales volume is low. Check with the finance department if you are unsure.
- Use a single expense account to record inventory purchases.
- Use a single revenue account to record cash sales.



Giving Hope Today

Money & Mission

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Comments, Suggestions?

Do you have comments on any of the topics raised in this issue, or suggestions for a future issue? Write to us at:

Money&Mission@can.salvationarmy.org.

Subscription

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In the News

CRA introduces Charity Quick View

The Canada Revenue Agency (CRA) recently announced that *Charities Listings*, its online listing of charities, will be updated in August 2012 with the creation of a new online resource called *Charity Quick View*. This new feature on CRA's website will include the information currently available on *Charities Listings*, but will make it easier for charities and donors to read and understand the information reported on the Registered Charity Information Return, (Form T3010-1).

Mission Focus Fund established

Commissioner Brian Peddle, Territorial Commander, has announced the creation of a Mission Focus Fund to provide resources for initiatives that support territorial mission priorities. The fund, totalling \$1.2 million, was made possible because of cost savings achieved by territorial headquarters' departments. Information on terms of reference for the fund will be available in the near future.

Baillee Gifford Overseas hired to manage Army's investment funds

After a thorough search by the Army's Investment Advisory Committee, the Territorial Finance Council recently approved the engagement of Baillee Gifford Overseas to manage the global portfolios in the Army's General Investment Fund and Officers' Retirement Trust Fund. Based in Edinburgh, Scotland, Baillee Gifford also manages investments for three of the four Army territories in the United States.

Are men more generous than women?

A recent national survey found that men give more money, more frequently to charitable causes than women. According to the results, 52 percent of men who donate to charity say they do so every week or month, compared to 42 percent of women. Male respondents were more likely to make larger contributions, with 62 percent giving more than \$500 a year, compared to 46 percent of women. The survey was released by BiddingForGood, a marketplace that connects consumers and marketers to non-profits and schools by hosting online and mobile charity auctions. (Source: Digital Journal. <http://www.digitaljournal.com/pr/702745>).