

Treasurer Workshop

The United Church of Canada
L'Église Unie du Canada



Prepared for Manitou Conference sessions
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AGENDA

1. Introduction - The Big Picture
2. Basic Treasurer Responsibilities
3. Financial Handbook for Congregations
4. Balancing acts internally
5. CRA stuff
6. Payroll
7. Questions and answers - interactive

The United Church of Canada Mission through Finance April 2012

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CHURCH FINANCIAL MANAGEMENT WORKSHOP

A BALANCING ACT



QUICK SURVEY - Hands up ! Do you

1. have an old building?
struggle with building costs ?
2. struggle to break even?
3. participate in the United Church Group
Insurance plan ?
4. formal financial audit? independent
financial review?
5. Subscribe to CRA "what's new"
6. do you file for HST/GST rebates ?



Remind Yourself Periodically

There are two fundamental rules for
church Treasurers:

If you follow these rules and learn the
technical aspects, you'll be fine.



Remind Yourself Periodically

There are two fundamental rules for church
Treasurers:

1 It is not about me.

#2 Do not _____ your UCW !



Our Goal Today

1. Help you do the work
2. But more important, flag possible problems
3. Point you to additional resources



The Big Picture

1. 89,000+ registered charities
2. \$ 9 BILLION+ in donations
3. 2 Billion hours of volunteer time
4. foregone federal tax revenue of \$2.2 - 2.7 Billion



The Big Picture

- Ⓣ Your church is part of these numbers
- Ⓣ This is why charities are regulated
- Ⓣ The 3010 Annual Return is used to hold as charity accountable to the public and the CRA for how it has spent its money.



United Church General Council Financial Dashboard

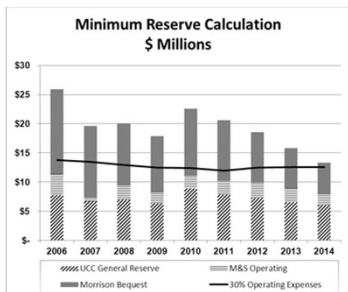
FINANCIAL MEASURE	2009	2010	2011	2012 Plan	2015 Fcst	Trend	Measure	Risk
OPERATING						↓	Break-even	MED.
RESERVES						↓	30 % minimum	HIGH
M & S						↓	Sustain \$30 million	MED.
Congregation Financial Health						↓	Break-even	MED.

Good Warning Bad



The National Picture – 2014 and beyond

- We have been living beyond our means, depleting reserves.



Permanent Committee on Finance, United Church of Canada.

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Call to Action - Developing a Sustainable Model

- 2012 – balance the GCO budget for the year and the three year plan. Seek GC 41 mandate.
- 2013 – maintain status quo as much as we can while we discern the future and debate substantive change
- 2014 – intermediate expense reductions and GCE approved actions
- 2015 – Finalize recommendations for a sustainable structure and financial model for GC42

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The Big Picture – YOUR JOB

1. Ensuring a smooth transition with your predecessor
2. Try to implement some incremental improvements on your watch
3. Plan for a smooth transition to your successor



The Big Picture – YOUR JOB

1. REVENUE STRATEGIES
2. EXPENSE MANAGEMENT
3. COMPLIANCE & payroll
4. Keeping track of it all



YOUR JOB - REVENUE

You keep track, others may do the work

1. STEWARDSHIP PROGRAMS
2. MAXIMIZING OTHER STREAMS
 - rentals, events, cell towers!
3. GET EVERY REBATE & EXEMPTION



Stewardship Best practices

1. **Mission Evaluated every 1-3 years**
2. **Narrative Budget**
3. **Annual Financial Response Program**
4. **Multiple Opportunities for Generosity**
5. **Thank You Letters**
6. **Gift Planning**
7. **Personal Finance Training**



CHURCH FINANCIAL MANAGEMENT - Must Do

- **Meet Payroll and CRA reporting**
- **Proper charitable tax receipts**
- **Stay on side with the Canada Revenue Agency (CRA)**

- > Everything else flows from these:
- > Pay the bills, Keep the books, Budget



FINANCIAL MANAGEMENT – Should Do Items

- > Financial controls
 - > Cash custody and counting
 - > Segregation of duties
- > Multi-year maintenance plan
- > Finance / Administration Committee
- > Adequate back-up
- > Annual stewardship plan in place



CHURCH FINANCIAL MANAGEMENT – Nice to Have

- professional audit
 - Independent review at least

- narrative budget
 - Make the numbers come alive!



Common Tensions for Treasurer

You try to enforce rules others may not appreciate

- use of restricted funds
- working with trustees
- working with UCW
- CRA compliance
- fee policy for rentals, weddings, etc
- Definition of an employee



The Basics of the Job

You will hopefully inherit an existing process, budget and financial statements.

Get the routine duties down first

- Recording revenue & expense
- Existing reporting restricted funds
- Then work on understanding why



The Basics of the Job

DONATIONS

- Unrestricted donations
- Internally restricted donations
- Externally restricted donations

Most of this is routine. If something sounds convoluted, pay close attention.



The Basics of the Job

COUNTING AND RECORDING GIVINGS

- Two counters, rotating
- Segregation of duties
- Treasurer should not be involved

The process should protect the counters and the treasurer.



The Basics of the Job

PAYING THE BILLS

- Payroll
- Regular invoices
- Gifts to qualified donees
- Benevolent payments

All monies expended must be for the charitable purpose of the church itself.

The Basics of the Job

SEASONAL ACTIVITIES

- Year end
 - Tax receipting
 - Payroll source reporting
 - Financial statements

The Basics of the Job

SEASONAL ACTIVITIES –OTHER

- **Budgeting – usually in the fall**
- **Other annual reports**
 - **T3010 Annual Information return**
 - Due within 6 months of year end
 - **United Church Stats Submission**
 - Submit after Annual meeting

The Basics of the Job

CHECK FOR DETAILED RESOURCES TO HELP WITH

- **Tax receipting – how, what, special situations**
- **Benevolence and “public good”**
- **Treasurer “to do” checklist**
- **T3010 completion**

The Financial Handbook

- 3 – Treasurer overview and checklists**
- 4 – Payroll**
- 5 – Revenue**
- 6 – Good management practices**
- 7 – Asset management**
- 8 – Maintaining charitable status**
- 9 – Paying taxes**
- 10 – Refugee sponsorship**
- 11 – Overseas Mission**
- 12 – FAQ**

Overall Mission
Moving from Survival Mode

SURVIVAL

- Administering the status quo
- “getting by”
- “the way we’ve always done it”

Is the task done joyfully ?

MISSION

- Try to minimize time and effort focused on administration.
- Seek cost effectiveness in
 - Payroll, Insurance,
 - Investing money
- Freeing people up for ministry (for some admin is ministry)

Congregation ~ Trustees
Balancing Act

Trustees

- Focus on asset preservation
- Focus on maintaining the building
- In theory must take instruction from the Official Board
- Trustees are congregation members too!

Church Treasurer

- Investing in ministry
- Needs to pay the bills
- When does it make sense to draw down any investments rather than trying to fundraise?
 - Who decides? How to decide?



Trustees – THE RULES

Section 259

The Board of Trustees shall discharge such duties and exercise such powers as are set out in Appendix II. The Board of Trustees shall obey all lawful orders and directions respectively of the Official Board or Church Board or Church Council of the Congregation, the Presbytery, or the Conference.



Trustees – THE RULES

Section 265

1. Trusts of Model Deed. Subject to the exceptions set out in Section 266, all lands, premises, and Real Property and Personal Property acquired for the use of a Pastoral Charge or Congregation of the United Church shall be held, used and administered under the Trusts of Model Deed.



Trustees – IN PRACTICE

Typically (but not always) Administer

1. Property insurance coverage
2. Building capital maintenance plan
3. Long term investments (if any)
4. Would sign any legal documents related to the building

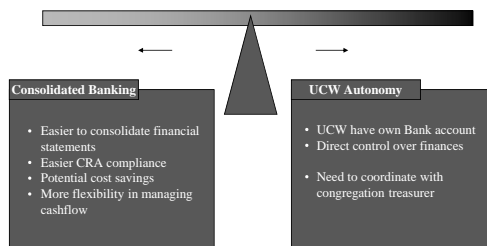


Trustees – IN PRACTICE

1. Act as stewards in property matters
2. Are NOT a separate organization with separate agenda
3. ARE an important voice in and for the congregation.
4. Would sign any legal documents related to property – mortgage, renovation contracts etc.



UCW ~ Church Treasurer Balancing Act



UCW - IF Consolidated Banking

Church Treasurer **SHOULD** segregate UCW accounting and ensure:

1. UCW balances regularly communicated
2. UCW balance maintained in a restricted fund for accounting purposes
3. UCW disbursements processed as needed

NOTE: If consolidated, then CRA consolidation is relatively straightforward.



UCW Guidelines Not Rules

1. These **UCW Guidelines** are **not** compulsory rules. They are based on the current organization of the United Church Women at the four levels of the church, recognizing that organizational differences exist across the church. As a continually developing organization responding to the needs of its membership, the UCW is encouraged to use these **Guidelines** to best meet their needs so as to be able to fulfill the organization's purpose as effectively and as faithfully as possible.



IF SEPARATE BANKING

UCW Treasurer MUST:

1. PROVIDE TIMELY DETAILS OF
 - a. GIFTS TO BE RECEIPTED
 - b. ALL INCOME
 - c. ALL EXPENSES
 - d. ALL ASSETS AND LIABILITIES
 - e. GIFTS TO QUALIFIED DONEES
2. **CHURCH Treasurer SHOULD:**
 3. book UCW data into accounting program at least annually
 4. consolidate UCW data into overall church financial statements for internal use
 5. **MUST consolidate UCW data into financial statements for CRA**



CRA - POINT OF VIEW

Canada Revenue Agency sees:

1. **the church as a WHOLE**
2. **only one set of financial statements**
3. **only one treasurer YOU**
4. **does not see "trustees" or "UCW" at all. Or cemeteries, or other entities**



INSURANCE - make sure

1. Coverage is current
2. Consider the United Church Plan
 - a. competitive
 - b. specialists
 - c. larger pool protects you
3. Directors & Officers liability coverage is now automatic – and, for a while - FREE



Using Honorariums Correctly

- For very occasional situations only
- Must issue T4A if income > \$500
- get social insurance number upfront even if you don't expect to be issuing a T4A (pulpit supply)
- *** if a retired minister wants to claim a clergy residence deduction, they need to be an employee. (T4, source deductions)
- appropriate for a treasurer too!



PAY PEOPLE Correctly

- **Most church staff (organists, office secretary, custodial) are part-time employees for the purpose of payroll (CPP & EI deductions apply).**
- CRA recommends Wedding fees etc should be paid to the church and reported as part of minister income

Tax Receipting Correctly

- make sure the receipt itself is compliant
- make sure the cash payment qualifies for a receipt
 - When wouldn't it ?
 - for gifts in kind and special events
- Make sure the item qualifies for a receipt
- Make sure the valuation is reasonable
 - when wouldn't it ?

CRA - NEW DEVELOPMENTS

1. **NEW 3010 Annual Info Return – AGAIN**
2. **MUCH improved website information**
3. **increased audit activity**
4. **HST in Ontario and soon to be revoked BC**
5. **BE SURE to register with the CRA as authorized contact**

Friendly wager > for 1/3 of you, CRA registered contact is deceased...

Filing the T3010-1

1. Financial statements, signed by Treasurer
2. Director / Trustee Exhibit
3. Qualified Donee Exhibit
4. The Return IMPROVED
 - a. Be careful categorizing expenses
 - b. suggest a template mapping financial statements to the form
 - a. MINIMIZE fundraising expense
 - b. MINIMIZE admin

CRA - 3010 Completion

1. How you summarize is important!
2. For a church a very high percentage of expenses will be for charitable purpose.
3. WE have a detailed recorded webinar for line by line completion.

HST IN ONTARIO & BC

Church and NPO Rebates (%)

Sector	GST Rebate	OHST Rebate	BCHST Rebate	Ontario HST Cost	BC HST Cost
Municipality	100	78	75	1.76	1.75
University/College	67	78	75	3.41	3.4
Schools	68	93	87	2.16	2.51
Hospitals	83	87	58	1.89	3.79
CHARITIES	50	82	57	3.94	5.51

Churches arguably better off, need to track two buckets

CRA - HST TRACKING AND REPORTING

Two "buckets" to track in BC – till July 2013
 For a \$100 purchase, you pay \$113 with tax.
IF YOU ACCOUNT FOR RECEIVABLES

Debit expense	103.94
Debit Rec. GST portion	2.50
Debit Rec. PST portion	6.56
Credit bank	113.00



CRA - HST TRACKING AND REPORTING

Two "buckets" to track

Debit expense	103.94
Debit Rec. GST portion	2.50
Debit Rec. PST portion	6.56
Credit bank	113.00

Claim 50% rebate on federal "GST"

Claim 82% rebate on ontario "HST"



CRA - HST TRACKING AND REPORTING

If you don't account for GST as a receivable, you will need to track two buckets of GST paid and apply the appropriate rebate rate (50% for federal portion, 82% for provincial portion). You shouldn't use a blended rebate rate because some purchases may be HST-exempt.



CRA - HST TRACKING AND REPORTING

You shouldn't use a blended rebate rate because some purchases may be HST-exempt or have partial HST (insurance for example)

But if you want to estimate:

Take your total HST and multiply by 9.06/13

Then allocate 2.5/9.06 to federal, 6.56/9.06 Ont.



WORKING INTERNATIONALLY



Special rules



CRA - WORKING OVERSEAS

1. How can a church work with its' global partners?
2. How can a church work with Canadian entities that are not charities?
3. How can a church establish it has direction and control?
4. How can a church establish that it carries on its own activities?
5. What does the CRA insist on?



Special Rules for International work

By law, all resources received by a charity can only be spent on activities in pursuit of that charity's charitable purpose.

International work is subject to a higher regulatory standard.

(the same concepts however apply to resources given to a non-charity in Canada)

CRA Concerns

1. inadvertent support for terrorism
2. inadvertent money laundering or not used for charitable purpose
3. Charitable activity is not **POLITICAL ACTIVITY**. Where to draw the line?

CHARITABLE ACTIVITY & PURPOSE

DONE BY
 Gifts to qualified donees

OR
 carry on own activities through

- a. Employees and volunteers
- b. Contractors
- c. Agents

Gifts (grants) & Expenditures

1. **Gift/Grant:** The voluntary transference of property from one to another without consideration.
2. **Expenditure:** spending money, the giving of money in return for something.
3. Canadian charities cannot make grants to foreign charities.

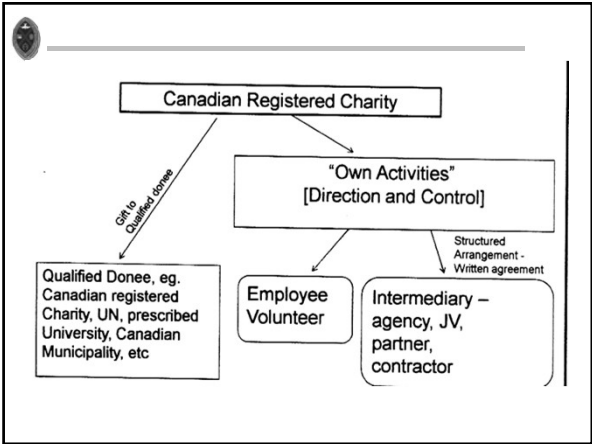
WORKING OVERSEAS ~ so how do we do it ?

1. **Direct Foreign Activities**
 - a. Local or Canadian employees or volunteers
2. **Indirect Activities**
 - always subject to "own activities" test
 - need binding written agreements

WORKING OVERSEAS ~ so how do we do it ?

All Written Agreements

1. names & addresses of all parties
2. duration of agreement or the deadline by which the project must be completed
3. specific detail on what the money is for
4. termination / withholding provisions
5. provision for written records & segregation of monies





Amount of Direction and Control

- Less direction and control when sending certain types of “inherently” charitable good like blankets to a trusted relief agency in a disaster

- More direction and control when sending CASH

- If in doubt, have **more**, rather than less, direction and control to protect your charity's reputation, charitable status and the resources entrusted to you.



WORKING OVERSEAS ~ BOTTOM LINE

1. BE CAUTIOUS
2. BE THOROUGH
3. PLAN OVERSEAS PROJECTS CAREFULLY
4. CONSIDER VARIOUS PROJECTS – SOME MAY BE EASIER TO FUND



Watch out for SPECIAL SITUATIONS Generally

1. INTERNATIONAL INITIATIVES
2. UNUSUAL ACCOUNTING TRANSACTIONS
 - a. Bequests, donor directed gifts, unusual receipting etc
3. AMALGAMATIONS, CLOSURES, PROPERTY DEALS
4. if in doubt, ask !



KEY RESOURCE FOR CHURCH FINANCE

www.united-church.ca/local/congfin

- Intended as a home page for church treasurers
- Links to all treasurer tools
- Check “what’s new” for emerging items or recent changes

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Key resources for treasurers

1. FINANCIAL HANDBOOK FOR CONGREGATIONS
2. TRUSTEE HANDBOOK
3. CONGREGATIONAL FINANCE web page
www.united-church.ca/local/congfin
4. CRA Charities Directorate Web resources
www.cra-arc.gc.ca/charities
5. Presbytery and Conference resources
6. General Council subject matter experts



Key web references - HST

www.united-church.ca/local/congfin

<http://www.cra-arc.gc.ca/E/pub/gp/rc4034/README.html>

HOW TO GUIDE

1. <http://www.cra-arc.gc.ca/E/pbg/tf/rc7066-sch/README.html> provincial rebate
2. <http://www.cra-arc.gc.ca/E/pbg/gf/gst66/README.html> federal rebate



Key web references – T3010 annual filing

<http://www.united-church.ca/local/congfin>

ANNUAL RETURN

<http://www.cra-arc.gc.ca/E/pub/tg/t4033-1/t4033-1-10e.pdf> guide

<http://www.cra-arc.gc.ca/E/pbg/tf/t3010-1/t3010-1-10e.pdf> form itself



PAYROLL

1. ADP payroll overview
2. How housing allowance works
3. CRA perspective

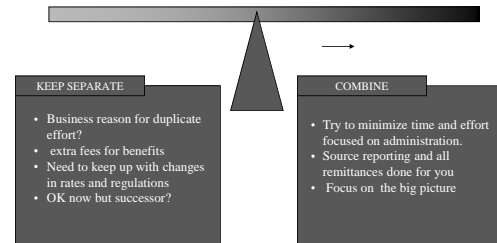


ADP Payroll

- Automated remittances to CRA and for pensions & benefits
- Automated annual source reporting
- Much less hassle AFTER implementation
- ✓ More checks and balances
- ✓ Avoid duplicate processes if at all possible.



IMPLEMENTING ADP for all staff



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PASTORAL CHARGE PAYROLL SERVICE Guide for New ADP Administrators



Agenda

1. Payroll Service – overview
2. ADP orientation
 - a. Becoming an authorized contact
 - b. Payroll frequency options
 - c. Payroll processing options
 - d. Payroll reports
 - e. Payroll changes
 - f. Year end / new year tasks
 - g. Contact information & resources



Payroll Service - overview

1. Mandatory for all **ministry personnel** with an annual salary of \$5,000 or more; optional for non-ministry personnel

For each payroll cycle, ADP:

- a. Contacts the pastoral charge for changes
- b. Calculates pay, CRA and United Church remittances
- c. Debits the pastoral charge bank account
- d. Direct deposits pay to employee bank account
- e. Makes payments to CRA (tax, CPP, EI) and UC (pension & benefit)
- f. Produces payroll reports, incl. Pay Statement
- g. Prepares Record of Employment (ROE) at time of change

For year-end, ADP prepares and files T4 and summary with CRA



Becoming an Authorized Contact

1. Because of privacy legislation, ADP can only speak with individuals who are "authorized contacts"
2. To become an authorized contact, the current contact must complete, sign, and fax to ADP the 'Contact Authorization Form'; to obtain the form, call ADP Client Services
3. It is advisable to have two authorized contacts, should one become ill or not be available to administer the payroll
4. If you need to become an authorized contact, and your current contact is not available to sign the form, call the Payroll Service Information Line at National Office



Payroll Frequency Options

1. ADP can process your payroll monthly, semi-monthly, or biweekly
2. Call ADP Client Services to:
 - a. Learn what processing frequency has been selected for your pastoral charge
 - b. Change your current payroll frequency, if you wish (note payroll frequencies can only be changed in January; ADP requires two weeks notice prior to your scheduled January pay date and a service fee applies)



Payroll Processing Options

1. In order for ADP to obtain payroll related information prior to each pay processed, there are 3 options:
 - a. ADP schedules a regular "input" call with the ADP administrator prior to each pay date
 - b. ADP receives a fax from the ADP administrator prior to each pay date
 - c. ADP runs the payroll "as is" and no fax or input call is required; often selected in situations where there are few changes to the payroll
2. Call ADP Client Services to:
 - a. Learn what option has been selected for your pastoral charge, and details of that option
 - b. Change your current payroll processing option, if you wish



Payroll Reports

1. ADP generates several reports each time your payroll is processed
2. These reports contain detailed information regarding the breakdown of the payroll amount being deducted from the pastoral charge bank account including:
 - a. Canada Revenue remittances (CPP, EI, and Tax)
 - b. United Church pension & benefit remittances (employer and employee portions)
 - c. Employee pay processed and deposited
 - d. ADP service fees
3. The ADP reports can be accessed through the internet (Reports on Internet-ROI) or by mail; there is no cost for payroll reports obtained via ROI, payroll reports obtained via mail are subject to postage fees



Payroll Reports

1. The Statement of Earnings and Deductions (Pay Statement) is a report generated by ADP; the treasurer must pass this on to the employee after each pay is processed
2. Call ADP Client Services to:
 - a. Learn what payroll reports option has been selected for your pastoral charge, and details of that option
 - b. Change your current payroll reports option, if you wish
 - c. To obtain a Payroll Reports Guide, which will help you decipher the payroll reports generated by ADP



Making Payroll Changes

1. Use of the 'New/Change Employee Sheet' is required, when notifying ADP of payroll changes, such as:
 - a. Adding/terminating a new employee
 - b. Making an employee inactive
 - c. Changing the salary and/or hours

2. Call ADP Client Services to:
 - a. Obtain the most current version of the New/Change Employee Sheet, and the ADP fax cover sheet



Year End / New Year

1. Year end is a busy time of year for the ADP payroll administrator; to help prioritize and provide detail regarding tasks that need to be completed, important information is sent to all pastoral charges. Towards the end of October, look for:
 - a. Year End Schedule
 - b. New Year To-Do Check List



PAYROLL –

ADP Tip for 2013 – if 2x / month payroll

If you need 2x/month payroll and want to save money, (saving for 3 employees is \$220/YR) here is what to do:

- Change frequency to once per month
- Issue advance by cheque mid month and have ADP deduct the advance amount at month end.

- Note: this change in setup can only be done at year end and there is a \$125 fee
- contact ADP Client Services (1-877-377-4784) two weeks prior to your January input date

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Contact Information

1. ADP Client Services
phone: 1-877-377-4784, fax: 1-877-701-7329

2. United Church Pension & Benefit Centre
1-888-657-4607

3. United Church National Office
Payroll Service Information Line
1-800-268-3781, press 1



Resources

ALL LINKED TO TREASURER HOME PAGE

- **Financial Handbook for Congregations**
(search 'financial handbook'), Chapter 4 covers Payroll

- **Connex** (search 'connex')

- **Pastoral Charge Payroll Service**
(search 'payroll service')

- **Salary & Allowances Schedule**
(search 'salary and allowances')



HOW MINISTERS ARE TAXED – A QUICK WORD

Many people believe that ministers are entitled to write off a variety of expenses on their individual tax returns.

NOT TRUE.

With the exception of the CLERGY RESIDENCE DEDUCTION "CRD", ministers get the same tax treatment as anyone else.

UNLESS the Pastoral Charge treasurer certifies the minister is required to incur other employment expenses. This is done by signing a T2200.

Treasurers should be willing to sign the form IF ASKED, but should not get involved in determining any amounts. Leave that to the minister. Very ministers few go this route.

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PAYROLL – KEY POINT - New for Many

CLERGY RESIDENCE DEDUCTION

- A unique tax deduction on a portion of a minister's income.
 - Based on FAIR MARKET value of the minister's ACTUAL housing
 - NOT what we call "cash housing allowance"
 - exempt from CPP
 - Subject to EI

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PAYROLL – KEY POINT - New for Many

Taxation of the "cash housing allowance" portion of ministry income varies by individual circumstance.

The key determinant is the TAX DEDUCTION the CRA will ALLOW
 > FAIR MARKET value of the minister's ACTUAL housing

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PAYROLL – Clergy Residence Deduction

CRA PERSPECTIVE

- WHAT UNITED CHURCH CALLS "cash housing allowance" IS NOT A DEFINED TERM UNDER THE INCOME TAX ACT
- IT IS JUST CASH TO THEM – SAME AS SALARY
- FULLY TAXABLE UNLESS THEY SAY SO
- THEY DO ACCEPT THAT CPP NEED NOT BE DEDUCTED TO THE EXTENT THERE IS A VALID CRD
- NEED TO REQUEST PERMISSION IF THE MINISTER WISHES TO NOT HAVE INCOME TAX WITHHELD

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PAYROLL – HOUSING ALLOWANCE

How to handle Cash Housing Allowance

SOURCE REPORTING

- **NO LONGER SHOWN IN BOX 30**
- ANY DEDUCTIONS SHOULD BE BASED ON ACTUAL CLERGY RESIDENCE DEDUCTION ("CRD")
- CRD IS THE AMOUNT CALCULATED BY THE MINISTER AT TAX TIME. You need to know what it is.
- If you don't know, all income should be subject to CPP, EI, and tax >>>> FIND OUT!

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PAYROLL – Reducing Tax Withheld

BIG CHANGE EFFECTIVE 2009- Many ministers think "cash housing allowance" is tax free. NOT TRUE

Not only that, but ministers are used to not having income tax deducted for this from each pay cheque.

CRA procedures and communications on this point used to be lax. NO LONGER

THE MINISTER MUST REQUEST PERMISSION EACH YEAR IF THEY WANT LESS INCOME TAX WITHHELD

T1213

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PAYROLL – Reducing Tax Withheld - T1213

REMEMBER - Many ministers think "cash housing allowance" is tax free. It is not. The amount eligible for reduced tax withholding is the anticipated CLERGY RESIDENCE DEDUCTION amount

DOUBLE CHECK to see if the minister wants to go through the paperwork hassle

If NO,

Still obtain projected CRD amount as that amount not subject to CPP. (withhold income tax and EI only)

If you don't know CRD amount, then deduct CPP, EI and tax

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PAYROLL – Reducing Tax Withheld - T1213

DOUBLE CHECK to see if the minister wants to go through the paperwork hassle

If YES,

Have minister complete T1213 for the coming year

Provide supporting material

Await approval



PAYROLL – Reducing Tax Withheld - T1213 Tips

www.united-church.ca/local/congfin

Look under “what’s new” for detailed instructions

- “amount” on T1213 Form is total taxable income
- Tick “other” and write “Clergy residence deduction”
- Include:
 - Copy of prior year T1223
 - Church letter confirming employment, projected income , CRD eligibility and projected T1223 amount



CLERGY RESIDENCE DEDUCTION COMPLEXITY

www.united-church.ca/local/congfin

Look under “what’s new”

A recorded webinar is available for viewing .



AS A TREASURER MYSELF....

1. THANK YOU ! For what you do
2. Don't be afraid to push back on principle. No one wants to be responsible for a loss of charitable status.
3. And remind yourself about rule #1



New questions

For follow-up questions, a copy of presentation or more detailed briefing notes, send e-mail request.

emathies@united-church.ca

1 800 268-3781 x4022