

# **POLICY No. 19**

## **GOVERNMENT REPORTS TO BE COMPLETED**

### 1. Term definitions

For the purposes of this policy, government reports, are those required by the Canada Revenue Agency (CRA), mandatory declarations concerning funds received, taxation, employment benefits, etc., for all levels of government.

### 2. Intent of the directive

To ensure compliance with all applicable legislation, in order to ensure the continued non-profit charitable status of the parish.

### 3. Policy

- a. Any mandatory report to be filed with Government authorities is to be prepared and presented within the prescribed time-limit.
- b. In case of doubt, the diocesan financial administration office is to be consulted.
- c. Copies of any report filed directly to Government authorities are to be sent to the office of the diocesan financial administrator. Originals are to be kept in the parish archives.
- d. All such reports shall be accurate and compliant.
- e. Reports relating to the activities of the RCECSSM are the responsibility of the diocesan financial administration office.
- f. In the case of any complaint from Government authorities concerning the content of a report, or if the one who prepared the report contests the interpretation of the authorities, the diocesan financial administration office is to be notified immediately so that maximum assistance can be given.

Failure to handle these matters judiciously could result in serious harm to other parishes, to the diocese or could result in the complete revocation of the parish's charitable status and registration number, or even result in a monetary penalty.

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