

Seventh-day Adventist Church (BC Conference)
Guidelines for T3010 Categories in ChurchPal
(Revised December 2023)

Revenue:

Receipted Gifts:

Total Tax Receipted Gifts (Code 4500)

Total of all gifts for which tax receipts were issued.

Non-Receipted Revenue/Gifts:

Other Registered Charities (Code 4510)

Total amounts received from other registered Canadian charities (churches/BC Conference). **Note:** Receipts for income tax purposes should **not** be issued for amounts received from other registered charities.

Other Gifts (Code 4530)

Total of all gifts for which an official donation receipt was **not** issued. Include gifts for which the charity did not issue tax receipts because it could not identify the donor (or the donor address cannot be found), such as anonymous gifts, loose collections, and donations to ADRA that are not receipted by the local church, etc. Do not include revenue from fundraising.

Revenue from Federal Government (Code 4540)

Grants, contributions, contracts for goods and services. (Put GST rebate on line 4650.)

Revenue from Provincial Government (Code 4550)

Grants, contributions, contracts for goods and services.

Tax-receipted revenue from outside of Canada (Code 4571)

Use this category for donors with addresses outside of Canada for which official donation receipts have been or will be issued.

Non tax-receipted revenue from outside of Canada (Code 4575)

Amounts from all sources outside of Canada that are not receipted.

Interest & Investment Income (Code 4580)

Total interest and investment income received or earned during the fiscal year. Includes interest received or earned from GICs, revolving fund, commercial banks, etc.

Rental Income (Code 4610)

Gross income received or earned by the charity from renting its land and buildings. Examples: income received from the rental of building, hall, gymnasium, parking lot, etc. **Note:** When a charity earns rental income on property it does not use for charitable activities, it should provide details on this property in the notes to its financial statements.

Memberships, Dues, and Association Fees (Code 4620)

Total non tax-receipted revenue received from memberships or dues, such as Pathfinder or Adventurer club dues.

Fundraising (Code 4630)

Total gross amount of revenue received from fundraising activities for which no tax receipts were issued. Examples include income from citrus sales, garage sales, bake sales, car washes, benefit concerts, banquets, fun runs, etc.

Sale of Goods & Services (Code 4640)

Gross revenue from the sale of goods and services provided to individuals and organizations, such as vegetarian food, books, devotionals, and registration fees for cooking classes, seminars, etc. *Note:* Revenue from the sale of goods and services for fundraising purposes should be reported on line 4630.

Other Revenue (Code 4650)

Total of all other revenue received not listed above for which no tax receipts were issued. Examples: rental of church equipment, GST rebate.

Non-T3010 (Code 0)

This category should only be used when money is received that is not revenue, such as a reimbursement of a bank fee charged in error, a refund of an overpayment, or a key deposit that will be returned.

Expenditure:**Advertising & Promotion (Code 4800)**

Total amount paid or incurred for advertising and promotion. Include all amounts spent to draw attention to your church and its programs, for all purposes including fundraising. Specific examples include seminars, presentation booths, concerts, meals and entertainment, evangelistic meetings, tracts, print and electronic media advertising (newspaper, yellow pages, website, radio, television), publications and postage related to promotion or advertising of the charity.

Travel & Vehicle (Code 4810)

Total expenses paid or incurred for approved official travel and vehicle expenses. This includes travel, accommodation costs, car rental, and vehicle costs such as gas, repairs and maintenance, as well as the cost of food or per diem while on a trip. Use this category for a visiting speaker's accommodation, food, and travel costs.

Interest & Bank Charges (Code 4820)

Total amount paid or incurred in interest and bank charges, NSF charges, overdraft fees, and the interest portion of mortgage payments.

Licences, Memberships, Dues (Code 4830)

Total amount paid or incurred for copyright licence (CCLI), ministerial association dues, VOAR yearly fee, etc.

Office Supplies & Expenses (Code 4840)

Total amount paid or incurred for office supplies and expenses. For example: **telephone**, postage, minor equipment purchases, meeting expenses, printing and distributing board meeting reports, etc.

Occupancy Cost (Code 4850)

Total amount paid or incurred for occupancy costs. Includes rent, mortgage payments, maintenance and repairs, piano tuning, snow removal, janitorial contract, cleaning supplies, garbage disposal, utilities (electricity, gas, water), taxes, and all other costs related to maintaining the premises actually used by the registered charity. Include hall rental for seminars.

Professional and Consulting Fees (Code 4860)

Total amount paid or incurred for professional and consulting services (legal, accounting, architect, engineering, fundraising, etc.).

Education & Training for Staff & Volunteers (Code 4870)

Total amount paid or incurred for education and training of staff and volunteers such as cost of courses, workshops, seminars, conferences, pathfinder & Sabbath school expenses, including quarterlies.

Salaries, Wages, Benefits & Honoraria (Code 4880)

Total amount paid or incurred for all compensation.

Canada Revenue Agency policy statement reference number CSP-C29, dated November 3, 2005, defines compensation as all forms of salaries, wages, bonuses, fees, honoraria, etc., plus the value of taxable and non-taxable benefits. In general terms, it includes all amounts that form a part of the recipient's income from employment plus the church's portion of payments of employee's pension, medical or insurance plan, employer CPP and EI contributions, Federal and Provincial tax, and worker's compensation benefits. Includes honoraria paid to guest speakers and musicians.

A T4A must be issued to all persons being paid over \$500.00 per year and do not qualify as a general contractor (must have a duly registered business with more than two clients) and those who receive honoraria. A T4A-NR must be issued to guest or seminar speakers coming from outside Canada who receive honoraria. Contact the BC Conference for more information and assistance (a waiver can be obtained in advance).

Donated Goods Used in Charitable Programs (Code 4890)

Fair market value of all donated goods used in charitable programs, based on an independent appraisal. (This category is rarely used. Any significant donated goods also need to be recorded as gifts received under revenue.)

Costs of Purchased Supplies and Assets (Code 4891)

Cost to purchase assets such as PA system, new roof, carpet, etc., and the cost of supplies such as community service, communion, pathfinder & VBS supplies & expenses.

Research Grants and Scholarships (Code 4910)

The total amount paid for research grants and scholarships that were part of the church charity's programs. Include student education assistance, three-way matching scholarships, or worthy student funds if the church decides who will receive the scholarship. If the school decides, then it is not a scholarship of the church—use Gifts to Qualified Donees (5050) instead. **(Note: All church schools either have their own charity number or operate as a charity under the BC Conference, therefore church school subsidies should be recorded as gifts to qualified donees—5050.)**

Other Expenditure (Code 4920)

The total amount of expenditure not entered in any of the items listed above. Include amounts paid for social events (bowling, skating, etc.), cost of goods sold (oranges, etc) for fundraising purposes, costs of rental property not used for charitable purposes, help given to the needy, funeral gifts, etc.

Total Charitable Programs Expenditures (Code 5000)

All expenditures for charitable programs of the church. (Most expenses.)

Total Management and Administration Expenditures (Code 5010)

Any expenditures relating to the overall management and administration of the church. For example: treasurer's salary, treasury supplies (including stamps, cheques and deposit books), church administrator's salary and supplies (if church has an administrator), as well as any occupancy costs for administrative offices.

Total Fundraising expenditures (Code 5020)

Total cost of goods sold for fundraising purposes (oranges, etc.). Also costs of rental property not used for charitable purposes.

Total Other Expenditures (Code 5040)

Any expenditure not reported above. A charity will rarely report an amount on this line. It might be used for a grant that must be returned to another charity or the government.

Gifts to Qualified Donees (Code 5050)

Total gifts to other registered Canadian charities. Includes total monthly remittance to the BC Conference, gifts to ADRA not included in the conference remittance, gifts to other churches and other registered charities. **Include all church school subsidies and donations, as all church schools either have their own charity number or operate as a charity under the BC Conference.** (When this category is used, category 2 must be left blank.) Do not use this category when paying invoices from the conference for insurance, payroll, pathfinder supplies, etc. When using this category, ensure that the charity's registration number is entered in the vendor details in Church Pal.

Non-T3010 (Code 0)

This category should only be used to record money disbursed that is not a church expense, such as an overpayment of an invoice, bank fees charged in error, or a refund of a key deposit.

Reference: CRA Link: <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4033/t4033-completing-registered-charity-information-return.html#toc22>