

## **End-of-Year Activities**

### **December:**

- Ask that any end-of-year requests for reimbursement for expenses be submitted as soon as possible late December or early January.
- New T1223 Clergy Residence Deduction form completed by end of December for the next year's payroll calculations.
- Post final contributions for the year and prepare to issue Charitable Donation Receipts.

### **January:**

- Review and reconcile accounts in preparation of printing year-end reports and statements.

### **February:**

- T4's issued to employees by the end of February.
- File for GST rebate GST66 February/March (see following pages)

### **March:**

- Annual Registered Charity return T3010 completed and submitted by 6 months from fiscal year end. (see following pages)  
A guide for preparing the T3010 may be found at:  
**<http://www.cra-arc.gc.ca/E/pub/tg/t4033b/t4033b-09e.pdf>**
- Note: be sure you are completing the most recent T3010 form – check the CRA website: <http://www.cra-arc.gc.ca/menu-eng.html>