



Administrative Services to Fabriques Department

2021 ANNUAL REPORT

Important message from the Director of ASFD

Addressed to Pastors, Wardens,
Office Administrators and accountants

We hereby transfer to you the **2021 Annual Report** diocesan form in order to finalize your annual reports for the year 2021. This form combines ***the Financial Report for the year ending December 31st, 2021, the Report for the Diocesan Contribution*** and ***the Report of the Celebrated Masses***. Please complete it and return it to servicesfabriques@diocesemontreal.org, **no later than March 31st, 2022**.

As usual, we invite you to **have the presentation page signed and then sent, as a separate copy**, at the same time as your duly completed annual report.

Points of attention

We draw your attention to few small changes that have been incorporated into this form:

- Tab « **Questionnaire** ». Please answer it, even if you already did last year ;
- A separate account in the financial statements **(203)** to record the Canada Emergency Business Account (CEBA) ;
- A separate account in the financial statements **(466)** to record the Canada Emergency Rent Subsidy (CERS) ;
- A separate account in the financial statements **(503)** to record **(in negative)** the Canada Emergency Wage Subsidy (CEWS) ;
- A separate account in the financial statements **(564)** to record the expenses related to COVID-19 (sanitary products, safety rules posters, etc.). You can deduct these expenses from the calculation of the diocesan contribution, **but only if** you provide your supporting documents ;
- Tab « **11-Premises to rent** » (**OPTIONAL**) :

The purpose of this form is to find out what space is available for rent in your church (e.g. **basement, presbytery, etc.**). We sometimes receive requests from organizations looking for space to rent and this information will be used to put you in touch with them if necessary.

Please also pay attention to the following:

- Line **108** to record the balance of the diocesan contribution credit;
- Line **204** to record the balance of the diocesan contribution to be paid;
- Two lines in **Annex 8 (diocesan contribution)** to take into account the impact of previous accumulated balances.

Consequently, you must systematically use the form sent to you. **Reports produced on an old form will not be accepted.**

Reminder

As a reminder, you must produce the following forms and send them to the two levels of government, along with your approved annual report, **before June 30th, 2022.**

- **Government of Quebec:** Form **TP-985.22**
(You can find this form in the web site of Revenue Quebec at the following address:
<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/tp-985.22-v/>);
- **Government of Canada:** Form **T3010**
(You can find this form in the CRA web site at the following address:
<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html>).

Important

Please send copies of the two forms **TP-985.22** and **T3010** to the Administrative Services to Fabriques Department when you send them to both governments.

If you have any questions, please do not hesitate to contact us by email at the following address: servicesfabriques@diocesemontreal.org.

Thank you for your collaboration,

Caroline Tanguay, M.Sc. A
Director of the ASFD