

February 7th, 2020

To all Fabriques

Subject: 2019 Annual Rapport.

Dear Pastors and Wardens,
Office Administrators and accountants,

We hereby transfer to you the **2019 Annual Report** diocesan form in order to finalize your annual reports for the year 2019. This form combines ***the Financial Report for the year ending December 31st, 2019, 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, 2020**.

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. This presentation page could be sent by fax at **514 925 4327**.

Updates

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

- A separate account in the financial statements (108) to record the balance of the diocesan contribution credit;
- A separate account in the financial statements (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, 2020**.

- 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,



Fr. Thomas Rainchou
Responsible for accounting
Administrative Services to Fabriques Department