

February 8<sup>th</sup>, 2021

To all Fabriques

**Subject: 2020 Annual Rapport.**

Dear Pastors and Wardens,  
Office Administrators and accountants,

We hereby transfer to you the **2020 Annual Report** diocesan form in order to finalize your annual reports for the year 2020. This form combines ***the Financial Report for the year ending December 31<sup>st</sup>, 2020, the Report for the Diocesan Contribution and the Report of the Celebrated Masses.*** Please complete it and return it to [servicesfabriques@diocesemontreal.org](mailto:servicesfabriques@diocesemontreal.org), **no later than March 31<sup>st</sup>, 2021.**

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:

- New 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 ;
- New tab « 11-Premises to rent ».

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 30<sup>th</sup>, 2021**.

- 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](mailto:servicesfabriques@diocesemontreal.org).

Thank you for your collaboration,



Laura Rochford, CPA, CA  
CFO and Diocesan Financial Administrator