

AIR CADET LEAGUE OF CANADA
GUIDELINES FOR PREPARING AN ACC9
STATEMENT OF RECEIPTS AND DISBURSEMENTS
AND STATEMENT OF ASSETS AND LIABILITIES



In compliance with the Air Cadet League of Canada by-laws, section XIX (d), every Squadron Sponsoring Committee **must** submit a form ACC9 fully completed at the end of each training year. The ACC9 is not intended to replace any other financial statements, audits or any return for Revenue Canada. It is provided to the A.C.L.C. annually for internal information purposes and so that the financial health of a squadron may be reviewed and assessed.

It should be noted that for reporting purposes, the Squadron Sponsoring Committee is an entity separate from any service club, organization or other group such as a branch of the Royal Canadian Legion, Rotary Club etc. However, since the Sponsoring Committee has by its nature, control and responsibility of all the finances of the Squadron, all other funds raised on behalf of the squadron through parents committees or any other group must also be reported and included in the ACC9. "Current Assets," such as investments and petty cash held by the squadron or the commanding officer as well as any "Fixed Assets," such as vehicles, land and buildings are also to be included at a Fair Market Value.

Failure to submit an ACC9 could result in the loss of charitable status and/or sponsoring committee status.

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| REPORTING PERIOD (FISCAL YEAR): | Sept. 1 st to Aug. 31 st |
| REPORTING FREQUENCY: | Annually |
| REPORT DUE DATE: | October 31 st |
| SIGNATURES REQUIRED: (3) | Sponsors Chair, Treasurer & C/O. |
| DISTRIBUTION LIST: (4) | Provincial Committee Office in Duplicate
Commanding Officer
Sponsors Committee |
| METHOD OF DISTRIBUTION: | Regular mail to the Provincial Office |

On receipt at the Provincial Committee Office, the form will be checked for accuracy & completeness. Once it is approved at that level, it will be forwarded to the Chair of the National Finance Committee.

THE A.C.L.C. DOES NOT REQUIRE THE SUBMISSION OF AN AUDITED FINANCIAL STATEMENT OR ANY OTHER DOCUMENTATION. SUCH INFORMATION MUST BE AVAILABLE ON REQUEST BY THE PROVINCIAL COMMITTEE, REVENUE CANADA OR OTHER INTERESTED PARTIES.

A copy of the form ACC9 is produced in the Policy & Procedures Manual Part 4 or is available from your Provincial Committee Office. In addition, it is available on diskette in Microsoft Excel 97 format with two versions: One with formula inserted and one without designed for printing and a manual completion.

DETAILED INSTRUCTIONS FOR THE COMPLETION OF AN ACC9

- General:**
- All figures should **be rounded to the nearest dollar.**
 - Squadron ID is to be shown on each separated sheet.
 - *All the funds associated with the Squadron are to be summarized on the ACC9. That would include such items as a Petty Cash account held by the CO or Sponsoring body, or separate bank accounts. For example, the Parents' Committee, band or model club etc. (In accordance with the P. & P. Manual, Part 2, page 26.)*

For the most part the ACC9 is self-explanatory. Please follow the inserted instructions on the form and do not alter the headings.

- Page 1: **Squadron Identification:** This page should be self-explanatory.
- Page 2: In areas marked with an "X", please elaborate on each individual fund raising activity. This information will assist in our compilation of facts, which will be of value to other squadrons and sponsors in their activities.
- Page 3: **Statement of Receipts and Expense:** It is recommended that the Worksheet For Calculating Income & Expenses, Page 2, be completed first. Then, **ONLY THE NET INCOME OR EXPENSE** information should be recorded on page 3 as appropriate.

There are only three possible sources of Income:

1. Department of National Defence. (Allowances & expense recovery)
2. Donations, Gifts, Grants & Other (not including Fund Raising)
3. Net Fund Raising Activities: Separate by primary source i.e., or Sponsor, Parents Committee or Other Supporter and Squadron (Cadet) activities. In some situations it may be difficult to distinguish the source of the initiative. Your best judgement is appreciated.

Net Expense Only: For example if the participants of a trip or dinner pay something towards that event, subtract that income from the total expenses and enter only the difference.

- Page 4: **Statement of Assets and Liabilities:** This page is mostly self-explanatory. Referring to Section 3, Fixed Assets should be shown at Fair Market Value (FMV) and decreased each year by depreciation. For example a computer bought two years ago for \$3,000 is not worth that now.

Liabilities: Every effort should be made to clear debts when incurred.

In accordance with the P. & P. Manual, please be sure to obtain the required signatures. If you wish to submit your ACC9 by e-mail or fax, please send originals/copies with original signatures by regular mail to your Provincial Committee Office.

Remember **NET AMOUNTS ONLY** please and **round all figures** to the closest dollar.

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