

**AIR CADET LEAGUE OF CANADA
SQUADRON FINANCIAL REPORT (FORM ACC9)**

AIR CADET LEAGUE OF CANADA -- BY- LAW XIX(d)

As specified in the by-laws of the Air Cadet League of Canada, By-law XIX(d), pertaining to the responsibilities of Local Sponsoring Committees, that each Sponsoring Committee must "render to the Air Cadet League of Canada, an annual statement of receipts and expenditures (ACC9)", etc. Additional instructions to assist in the proper completion of this form are found in the Policies and Procedures Manual, Section 4.2.1.

THE FULL AND COMPLETE SUBMISSION OF THIS FORM IS MANDATORY.

IT MUST BE COMPLETED WITH A YEAR END OF AUGUST 31 AND SUBMITTED IN DUPLICATE TO THE PROVINCIAL COMMITTEE OFFICE BY 31 OCTOBER.

SQUADRON IDENTIFICATION

Number _____ Name: _____

Provincial Committee Jurisdiction: _____ Year Ending August 31, _____

Sqn. Mailing Address: _____

Person completing this form:

Name & Title: _____

Mailing Address: _____

City, Prov. & Postal Code: _____

Phone 1: Res.: _____ INDICATE BEST TIME TO CALL: _____

Phone 2: Other: _____ INDICATE BEST TIME TO CALL: _____

Fax: _____

e-mail: _____

Is the Squadron/Sponsoring Committee a Registered Canadian Charity? (circle)

Yes	No
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If yes, insert number here:

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Is the past year's Registered Charity Information Return (Form T3010) filed? (circle)

Yes	No
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THIS SECTION IS TO BE COMPLETED BY THE PROVINCIAL REPRESENTATIVE
 THE INFORMATION PROVIDED AND CONTAINED IN THIS ACC9 HAS BEEN REVIEWED FOR COMPLETENESS AND ACCURACY. THERE HAS NOT BEEN AN ON SITE REVIEW NOR HAS AN EXAMINATION OF THE SQUADRON'S SUPPORTING DOCUMENTS BEEN CONDUCTED. IT IS BELIEVED THAT THIS REPORT TRULY REFLECTS THE FINANCIAL POSITION OF THE SQUADRON.

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Date

Print Name & Total

Signature

AIR CADET LEAGUE OF CANADA

WORKSHEET FOR CALCULATING RECEIPTS AND DISBURSEMENTS

Squadron ID: _____

Number: _____

Name: _____

"X" Please insert additional information
INCOME:

		Income	Expense	Net Income (Inc. less Exp.)	Net Totals (to page 3)
<u>Donations, Gifts, Grants & Other Income:</u>					
1	(a) <u>Army, Navy & Air Force Associations</u>			-	
	(b) <u>Royal Canadian Legions & Ladies Auxiliaries</u>			-	
	(c) <u>Other Donations</u>			-	
	(d) <u>Provincial Lottery Grants</u>			-	
	(e) <u>Investment & Bank Interest</u>			-	
	(f) <u>GST Rebate</u>			-	
X	(g) _____			-	
	(h) <u>Sundry Income</u>			-	
	(i) Totals Donations & Other Income: (transfer totals to page 3, line 2c.)			-	-

Net Fund Raising Initiatives:

SPONSORING COMMITTEE FUND RAISING: (Do not include Sponsor's "Annual Gift" here.)

2	(a) <u>Bingo</u>			-	
	(b) <u>Break Open Tickets</u>			-	
	(c) <u>Casino</u>			-	
	(d) <u>Raffles</u>			-	
X	(e) _____			-	
	(f) Sponsoring Committee: (transfer totals to page 3, line 3(a).)			-	-

PARENT GROUPS AND OTHER SQUADRON SUPPORTERS:

X	3 (a) _____			-	
X	(b) _____			-	
X	(c) _____			-	
	(d) Parents' Committee: (transfer totals to page 3, line 3(b).)			-	-

SQUADRON AND CADETS FUND RAISING ACTIVITIES:

4	(a) <u>Air Show Income</u>			-	
	(b) <u>Band Concerts & Parades</u>			-	
	(c) <u>Banquets, Breakfasts & Dinners</u>			-	
	(d) <u>Canteen Sales</u>			-	
	(e) <u>Dances & Socials</u>			-	
	(f) <u>Re-Cycle: Bottles, Newspaper, etc</u>			-	
	(g) <u>Tag Day</u>			-	
X	(h) _____			-	
	(i) Squadron & Cadets: (transfer totals to page 3, line 3(c).)			-	-

EXPENSES:

5	(a) <u>ACLC Mtgs.: Travel & Registrations:</u>			-	
	(b) <u>Federal/Provincial Taxes (optional)</u>			-	
X	(c) _____			-	
	(d) Committee Other Misc. Expenses: (transfer totals to page 3, line 4(f).)			-	-

OTHER SQUADRON/CADET EXPENSES:

6	(a) <u>Cadet Jackets and like expenses:</u>			-	
X	(b) _____			-	
	(c) Other Cadet Activities Expense: (transfer totals to page 3, line 5(o).)			-	-

STATEMENT OF INCOME AND EXPENSE FOR THE YEAR ENDING AUGUST 31, _____ .

Squadron ID: _____ **Number:** _____ **Name:** _____

INCOME (Round to closest dollar)

1 DND Grants & Funding:

(a) Annual Contingency Allowance: (@ \$8.00/cadet)		
(b) Band Allowance: (@ \$7.50/instrument (max. x 27))		
(c) Training, Travel Allowances & Reimbursements:		
(d) Total DND Grants & Funding: (Add 1(a), (b) & (c))		-

2 Donations, Gifts, Grants & Other Income:

(a) Sponsor(s) Annual Gift or Grant		
(b) Tax Deductible Charitable Donations:		
(c) Total from other sources: (From page 2, line 1(i))		-
(d) Total Donations: (Add lines 1(a), (b) & (c))		-

3 Net Fund Raising Initiatives: (forwarded from page 3)

(a) Sponsoring Committee: (From page 2, line 2(f))		-
(b) Parent Groups & Other Supporters: (From page 2, line 3(d))		-
(c) Squadron & Cadets: (From page 2, line 4(i))		-
(d) Total Fund Raising Initiatives: (add 3(a), (b) & (c))		-

TOTAL INCOME (add 1(d), 2(d) & 3(d). Insert that result here & on page 4, line 1(b).)		-
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EXPENSES (Round to closest dollar)

4	(a) Administration & Office Supplies:		
	(b) Annual Provincial Committee Assessment:		
	(c) Insurance: Liability, Fire, Vehicle, Property, etc:		
	(d) Office Equipment & Computers, etc:		
	(e) Squadron Quarters Expense:		
	(f) Committee Other Expense: (From page 2, line 5(d))		-
	(g) Other Sundry Expense		
	(h) Total Above Expenses: (add 4(a) through 4(g))		-

5 Cadet/Squadron Activities: (net of Income)

	(a) Annual Ceremonial Review: (net)		
	(b) Band Equipment, Maintenance & Music program:		
	(c) Cadet Banquets and Entertainment: (net)		
	(d) Cadet Insurance Program:		
	(e) Flying and Gliding Program:		
	(f) International Exchange Visit Program:		
	(g) Medical Examinations:		
	(h) Prizes, Honours & Awards:		
	(i) Publicity & Recruiting:		
	(j) Scholarship & Effective Speaking program:		
	(k) Sports Activities:		
	(l) Summer Training Expense:		
	(m) Training Supplies and Equipment:		
	(n) Trips & Transportation: (net)		
	(o) Other Cadet Activities : (From page 2, line 6(c))		-
	(p) Total Cadet/Squadron Activities: (add 5(a) through (o))		-

TOTAL EXPENSE (add 4(h) & 5(p). Insert that result here & on page 4, line 1(c).)		-
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**SQUADRON STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDING AUGUST 31, _____ .**

Squadron ID: _____ **Number:** _____ **Name:** _____

ASSETS

1 Bank Account:

(a) <i>Opening Bank Balance: (Carried forward from Sept. 1, of the prior year.)</i>		
(b) <i>Total Income: (from page 3.)</i>		
(c) <i>Total Expense: (from page 3.)</i>		
(d) <i>Profit or (Loss) for the year ended: (subtract 1(c) from 1(b).)</i>		-
(e) <i>Investments: Add investments brought into this years cash, or (Subtract investments made.)</i>		
(f) Closing Bank Balance for year ended: <i>(add 1(a), (d) & (e).)</i>		-

(This figure should agree with your bank statement after adjustments for outstanding entries.)

2 Current Assets:

(a) <i>Investments: - (Include entry on line 1(e).)</i>		-
(b) <i>Accounts Receivable:</i>		
(c) <i>Other Bank or Petty Cash Accounts:</i>		
(d) Total Current Assets: <i>(add 2(a) through (c))</i>		-

3 Fixed Assets: *(at Fair Market value)*

(a) <i>Aircraft:</i>		
(b) <i>Building(s):</i>		
(c) <i>Land & Property:</i>		
(d) <i>Office Equipment:</i>		
(e) <i>Training Equipment:</i>		
(f) <i>Vehicles:</i>		
(g) <i>Other:</i>		
(h) Total Fixed Assets: <i>(add 3(a) through (g).)</i>		-

TOTAL ALL ASSETS: <i>(add 1(f), 2(d) & 3(h).)</i>		-
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LIABILITIES

4 Current Liabilities:

(a) <i>Accounts Payable:</i>		
(b) <i>Bank Loans:</i>		
(c) <i>Other Loans:</i>		
(d) <i>Outstanding Debts:</i>		
TOTAL LIABILITIES: <i>(add 4(a) through (d).)</i>		-

SQUADRON'S EQUITY: <i>(Total Assets less Total Liabilities.)</i>		-
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THIS IS NOT AN AUDIT - PROVIDED FOR INFORMATION PURPOSES ONLY.

	Commanding Officer	Sponsoring Committee	
		Chair	Treasurer
Signature:			
Print Name:			
Date:			