

Air Cadet League of Canada

Consolidated 'Paper' version of **Squadron Sponsoring Committee Financial Report (Form ACC9P)**

AIR CADET LEAGUE OF CANADA -- 2006 BY- LAW Article 9.2.4.v in the PPM

As specified in the by-laws of the ACLoC, PPM Article 9.2.4.v, each Squadron Sponsoring Committee must "render an annual statement of receipts and expenditures on Form ACC-9 to its ACL Provincial Committee within sixty (60) days of the end of the fiscal year", that is by 31 October. The PC will then review before sending a signed off copy to the National level.

Help Guide ('P') to assist in the proper completion of the ACC9P is found at www.aircadetleague.com (Forms Section).

THE FULL AND COMPLETE YEARLY SUBMISSION OF THIS FORM IS MANDATORY.

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

SQUADRON SPONSORING COMMITTEE Identification

| | | | |
|---|------------------------|------------------------------------|--|
| <i>Sqn Number</i> | <i>Committee Name:</i> | | |
| <i>Provincial Committee Jurisdiction:</i> | | <i>Year Ending August 31, 2008</i> | |
| <i>SSC Mailing Address:</i> | | | |
| | | | |
| <i>Person completing this form (normally the treasurer):</i> | | | |
| <i>Name & Title:</i> | | | |
| <i>Mailing Address:</i> | | | |
| <i>City, Prov. & Postal Code:</i> | | | |
| <i>Phone 1: Residence:</i> | | <i>BEST TIME TO CALL:</i> | |
| <i>Phone 2: Other:</i> | | <i>BEST TIME TO CALL:</i> | |
| <i>Fax - indicate (R) or (B):</i> | | | |
| <i>e-mail - indicate (R) or (B):</i> | | | |
| <i>Is the Squadron Sponsoring Committee a Registered Canadian Charity? (click / tick box)</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <i>If yes, insert number here:</i> <input style="width: 150px;" type="text"/> | | | |
| <i>Was the past year's Registered Charity Information Return (Form T3010A) filed?(click/tick box)</i> | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |

THIS SECTION IS TO BE COMPLETED BY THE PC Financial Compliance Officer

The information provided in this ACC9 has been reviewed with due diligence for completeness, reasonability and compliance in accordance with the League's procedures. This review is not an audit. The financial information included herein appears on its face to be reasonable. Nothing has come to our attention that would indicate the information provided is not reliable and/or fairly stated, except if and as noted in comments attached as annex "A" hereto.

check box if annex attached

| | | |
|-------------|---|-----------------------------|
| <i>Date</i> | <i>PC Financial Compliance Officer (Name)</i> | <i>signature</i> |
| | <i>date sent to Nat'l by the PC:</i> | <i>date rec'd by Nat'l:</i> |

| | | | | |
|---|----------|-----------------|--|----------------------------|
| Sqn # | 0 | ACC9 YE: | | Page 1 of Annex "A" |
| ANNOTATIONS & COMMENTS by the PC FINANCIAL COMPLIANCE OFFICER: | | | | |
| | | | | |

Statement of Income for the Year Ended August 31, 2008

| | | | | |
|--|---|---|--|-------------|
| Squadron Number: | 0 | Name: | 0 | |
| "X" Shows where you can insert additional categories. May use own Chart of Accounts in column 'E' | | | Total Income (Bank Deposits) | |
| 4000 - Donations, Grants & Other Such Income: | | | | |
| X | 1 | (a) 4010 | From Official Sponsor(s) | |
| | | (b) 4020 | From Non-Sponsor Veterans Organizations & their Auxiliaries | |
| | | (c) 4030 | From Other Service Clubs (Other than Sponsor) | |
| | | (d) 4040 | Specific Purpose Non-DND Grants | |
| | | (e) 4050 | Bequests and Such | |
| | | (f) 4060 | Other Non-Tax Receipted Donations | |
| | | (g) 4070 | Other Tax Receipted Donations (Only if Registered Charity) | |
| | | (h) 4080 | | |
| | | (i) 4100 | Donations, Grants & Other Such Income TOTAL: | |
| 4200 - Gaming Fund Raising (Show 'Gross' or 'Gross - Exp = Net' per Bank Deposits*): | | | | |
| X | 2 | (a) 4210 | PC Lottery/Raffle Sales Income {Gross Rev \$ - Exp \$ -->enter Net Deposit\$\$} | |
| | | (b) 4220 | PC Lottery/Raffle Share (ie share received/returned from PC level) | |
| | | (c) 4230 | Sqn Lottery/Raffle {Gross Rev \$ - Exp \$ --->enter Net Deposit\$\$} | |
| | | (d) 4235 | Bingo Income {Gross Rev \$ - Exp \$ -->enter Net Deposit \$\$} | |
| | | (e) 4240 | Casino Income {Gross Rev \$ - Exp \$ -->enter Net Deposit \$\$} | |
| | | (f) 4250 | BreakOpen Tickets Income {Gross Rev \$ - Exp \$ -->enter Net Deposit\$\$} | |
| | | (g) 4260 | | |
| | | (h) 4300 | Gaming Fund Raising TOTAL: | |
| 4400 - Other Fund Raising Activities | | | | |
| X | 3 | (a) 4410 | Annual Banquet Tickets Sales & such (gross) | |
| | | (b) 4420 | Tag Days Take (gross) | |
| | | (c) 4430 | | |
| | | (d) 4440 | | |
| | | (e) 4450 | | |
| | (f) 4500 | Other Fund Raising Activities TOTAL: | | \$ - |
| 4600 - Miscellaneous: | | | | |
| X | 4 | (a) 4610 | GST Rebate (only if Registered Charity) | |
| | | (b) 4620 | Money Collected for Activities (eg ski trip, year-end trip) | |
| | | (c) 4630 | Refunds (from school board and others) | |
| | | (d) 4640 | Canteen Proceeds ('Gross' or 'Gross Rev \$ - Exp \$ ---> enter net Deposit\$\$') | |
| | | (e) 4650 | Sales of Sqn Logo Items, Drill Manuals and Such | |
| | | (f) 4660 | Bank and Investment Interest/Income | |
| | | (g) 4670 | | |
| | | (h) 4680 | | |
| | (i) 4700 | MiscellaneousTOTAL: | | \$ - |
| 4800 - DND Grants and Funding: | | | | |
| X | 5 | (a) 4810 | Local Support Allocation - Admin | |
| | | (b) 4820 | Local Support Allocation - Optional Training | |
| | | (c) 4830 | Regular Training & Travel Recoveries | |
| | | (d) 4840 | Consumable or Other Recoveries from DND | |
| | | (e) 4850 | | |
| | (f) 4900 | DND Grants & Funding TOTAL: | | \$ - |
| 6 (a) 4999 | Total Income (fwd to line 4999 page 3, | | | \$ - |

STATEMENT OF EXPENSES & SURPLUS (DEFICIT) YE AUGUST 31, 2008

| | | | |
|------------------|----------|-------|----------|
| Squadron Number: | 0 | Name: | 0 |
|------------------|----------|-------|----------|

| "X" Shows where you can insert additional categories | | | | Total Expenses |
|---|-----|-------------|---|------------------------|
| May Use own Chart of Accounts in column 'E' | | | | (Gross Amounts) |
| 5000 - Administrative & Operating Expenses: | | | | |
| X | 1 | (a) | 5010 Administration & Office Supplies | |
| | | (b) | 5020 Office Equipment, Computers, Software, etc. | |
| | | (c) | 5030 Sqn Quarters Rental and/or Mortgage Costs (incl mortgage interest) | |
| | | (d) | 5040 Sqn Quarters Expenditures -Maintenance, Repairs, Expansion, etc. | |
| | | (e) | 5050 Utilities/Telephones/Internet/PO Box Rental | |
| | | (f) | 5060 Committee/Staff AGM & Mtg Attendance | |
| | | (g) | 5070 Committee/Staff Accoutrements and other such | |
| | | (h) | 5080 Recruiting, PR, Publicity, Image, Parents Handbooks and such | |
| | | (i) | 5090 Annual Provincial Committee Assessment | |
| | | (j) | 5100 Air Group Dues, Air Wing Dues and such | |
| | | (k) | 5110 Bank Charges, Fees, Cheques Printing, Investment Charges, etc. | |
| | | (l) | 5120 | |
| | (m) | 5200 | Administrative & Operating Expenses TOTAL: | \$ - |
| 5300 - Squadron/Cadet Activities Expenses: | | | | |
| X | 2 | (a) | 5310 DND ASR Supported Trg/Activities Outlays | |
| | | (b) | 5320 Band Equipment, Accessories, Maintenance & Music Program | |
| | | (c) | 5330 Sports & Phys Ed related Activities | |
| | | (d) | 5340 Flying and Gliding related outlays | |
| | | (e) | 5350 Training Equipment, Manuals, & Durable Supplies | |
| | | (f) | 5360 Other Non-DND supported Trg/Activities Outlays | |
| | | (g) | 5370 Sqn level Insurance | |
| | | (h) | 5380 Volunteer Registration & Screening Costs | |
| | | (I) | 5390 Honours & Awards, including Prizes, Bursaries, Grants, etc. | |
| | | (j) | 5400 Annual Ceremonial Review | |
| | | (k) | 5410 Cadet Banquets and Special Events | |
| | | (l) | 5420 Cadet and Ceremonial Accoutrement (name tags, flags, etc.) | |
| | | (m) | 5430 | |
| | | (n) | 5440 | |
| | (o) | 5500 | Squadron/Cadet Activities Expenses TOTAL: | \$ - |
| 5600 - Fund Raising Expenses (as per cheques written): | | | | |
| X | 3 | (a) | 5610 Tagging Expenses | |
| | | (b) | 5620 Fund Raising Expenses (Excluding Tagging & elsewhere reported) | |
| | | (c) | 5630 Prov Comm Lottery Payments and Expenses | |
| | | (d) | 5640 Canteen Supplies Expenses paid, incl thru advances/floats | |
| | | (e) | 5650 Bingo and/or Casino and/or BreakOpen Tickets Expenses | |
| | | (f) | 5660 | |
| | | (g) | 5670 | |
| | (h) | 5700 | Fund Raising Expenses TOTAL: | \$ - |
| 5800 - Other Expenses: | | | | |
| X | 4 | (a) | 5810 Travel Expenses (not elsewhere entered) | |
| | | (b) | 5820 Sqn Logo clothing & other sales items | |
| | | (c) | 5830 | |
| | | (d) | 5840 | |
| | | (e) | 5850 | |
| | | (f) | 5860 | |
| | | (g) | 5870 | |
| | | (h) | 5880 Other Expenses (Must not be Excessive) | |
| | (i) | 5900 | Other Expenses TOTAL: | \$ - |
| 5 (a) 6000 Total Expenses: | | | | \$ - |
| 6 (a) 4999 Total Income from page 3 (Line 4999) | | | | \$ - |
| Surplus (Deficit) of Revenues over Expenses - Forward to line 3110 curr. year page 4 | | | | \$0 |

Balance Sheet
As at August 31st, 2008

| | | | |
|-------------------------|----------|--------------|----------|
| Squadron Number: | 0 | Name: | 0 |
|-------------------------|----------|--------------|----------|

| Assets | | | | Last year | Current year | |
|-------------------------------|-----|-------------|--|------------------|---------------------|---|
| 1000 - Current Assets: | | | | | | |
| 1 | (a) | 1010 | Cash Floats, Petty Cash and other Cash on Hand | | | Mandatory - ACC9 must be accompanied by year-end photocopies of bank account and investment statements with reconciliation worksheet that must balance with amounts reported in the ACC-9, as well as other investment statements. Copies of each monthly statement for the year may be requested by PC reviewer |
| | (b) | 1020 | Bank Account - Main Operating Account | | | |
| | (c) | 1030 | Bank Savings Account | | | |
| | (d) | 1040 | Nevada Account | | | |
| | (e) | 1050 | Bingo Account | | | |
| | (f) | 1055 | Casino Account | | | |
| | (g) | 1060 | Investments (at Cost) Market value: | | | |
| | (h) | 1070 | Credit Union Shares | | | |
| | (i) | 1080 | Bingo Float | | | |
| | X | (j) | 1090 | | | |
| | X | (k) | 1095 | | | |
| | (l) | 1100 | Total Current Assets: | - | | \$0 |

| 1500 - Fixed Assets: | | | At Nominal Values of \$1 | Estimated Replacement Cost | | |
|-----------------------------|-----|-------------|--|-----------------------------------|---|------------|
| 2 | (a) | 1510 | Aircraft | | - | |
| | (b) | 1520 | Land & Property | | - | |
| | (c) | 1530 | Building(s) | | - | |
| | (d) | 1540 | Vehicle(s) | | - | |
| | (e) | 1550 | Office Equipment (Computers, Fax Machines, Printers) | | - | |
| | (f) | 1560 | Training Equipment | | - | |
| | (g) | 1570 | Musical Instruments | | - | |
| | (h) | 1580 | Other | | - | |
| | (i) | 1600 | Total Fixed Assets - At Nominal \$1 Value per category: | | - | \$0 |

| | | | |
|-------------|--|--|------------|
| 1700 | Total Assets (Add Lines 1100 and 1600): | | \$0 |
|-------------|--|--|------------|

| Liabilities and Equity | | | | Last year | Current year | |
|---|-----|-------------|---|--|---------------------|------------|
| 2000 - Current Liabilities | | | | | | |
| X | 3 | (a) | 2010 | - | | |
| | | (b) | 2020 | Bank Loans (Short-Term) | | |
| | | (c) | 2030 | Other Loans/Leases (Short Term) | | |
| | | (d) | 2040 | Other Outstanding Debts (Short Term) (e.g. Interest) | | |
| | | X | (e) | 2050 | | |
| | (f) | 2100 | Total Current Liabilities: | | | \$ - |
| 2200 - Long-Term Debts: | | | | | | |
| 4 | (a) | 2210 | Notes Payable | | | |
| | (b) | 2220 | Mortgages | | | |
| | (c) | 2230 | Capital Equipment Lease | | | |
| | (d) | 2300 | Total Long-Term Debts: | | | \$ - |
| 2400 Total Liabilities: | | | | \$ - | | \$ - |
| 3000 Equity | | | | | | |
| 5 | (a) | 3100 | Retained Earnings (Equity from prior year) | | \$0 | |
| | (b) | 3110 | Excess of Revenues over Expenditures (or the reverse) | | \$0 | |
| | (c) | | Integer Rounding Adjustment (must not be more than \$8) | | | |
| | (d) | 3200 | Total Equity (last Year - Actual deficit (Surplus) - This Year): | \$ - | | \$0 |
| 3700 Total Liabilities + Equity: | | | | | | \$0 |

Lines 1700 and 3700 must be equal

This ACC9 has been prepared by the person indicated on page 1 from the accounting records of the Sponsoring Committee, other documentation, and information available from and to the Sponsoring Committee. It accurately reports the Sponsoring Committee's financial position on this statement's date. We confirm due diligence has been exercised in maintaining appropriate accounting of revenues, expenses, and control of all monies in conformity to ACL rules and procedures. No audit was performed and consequently no auditor's opinion is expressed on these financial statements. Note that the CO signs as having been apprised of the contents of the ACC9 and having on the surface no reservation about its content.

| | | | |
|-------------|--------------------|-------------------------------|-----------|
| | Commanding Officer | Squadron Sponsoring Committee | |
| | | Chair | Treasurer |
| Signature: | | | |
| Print Name: | | | |
| Date: | | | |

Fixed Asset Inventory

| | |
|------------|---|
| Sqn Number | 0 |
|------------|---|

| | |
|-------|---|
| Name: | 0 |
|-------|---|

As At August 31, 2008

| Inventory Number | Serial Number (if Applicable) | Asset Description | Purchase / Acquisition Date | Purchase Price | Estimated Replacement Cost or Fair Market Value |
|--|-------------------------------|---|-----------------------------|----------------|---|
| Aircraft | | | | | |
| | | | | | |
| | | | | | |
| Total Aircraft | | | | \$ - | \$ - |
| Land | | | | | |
| | | | | | |
| Total Land | | | | \$ - | |
| Buildings | | | | | |
| | | | | | |
| Total Buildings | | | | \$ - | \$ - |
| Vehicles | | | | | |
| | | | | | |
| Total Vehicles | | | | \$ - | \$ - |
| Office Equipment | | | | | |
| | | eg. office equipment, copier printer Fax device etc | | | |
| | | eg. furniture | | | |
| Total Office Equipment | | | | \$ - | \$ - |
| Training Equipment | | | | | |
| | | eg. volleyballs | | | |
| | | e.g. weights | | | |
| Total Training Equipment | | | | \$ - | \$ - |
| Musical Instruments & Equipment | | | | | |
| | | e.g. trumpets | | | |
| | | | | | |
| | | e.g. instruments cases | | | |
| | | e.g. sashes | | | |
| Total Musical Instruments & Equipment | | | | \$ - | \$ - |
| Other | | | | | |
| | | | | | |
| | | | | | |
| Total other | | | | \$ - | \$ - |

Note: This inventory sheet should be updated on an annual basis. Assets that are disposed of should be removed from the list and any fixed assets acquired during the year should be added.