



4.2 Refugee Committee Reporting Procedure

Responsibility of the Synod and Parish

The Anglican Synod of the Diocese of British Columbia is the Sponsorship Agreement Holder (SAH) with the Government of Canada and is responsible for any financial shortfalls in the sponsorship of our refugees. Both the synod and parishes are also responsible for ensuring that all outlays (from the charitable donations received) are in accordance with the Canada Revenue Agency rules for outreach. The synod and parishes must demonstrate to our insurance provider that volunteers have received appropriate training. To that end, the following procedures have been established:

Sponsorship Group Quarterly Reports

Due dates are as follows:

Q1	Jan 1 to March 31	Due April 21
Q2	April 1 to June 30	Due July 21
Q3	July 1 to September 30	Due October 21
Q4	October 1 to December 31	Due January 21

1. Narrative / Check-in Report on the volunteers and the newcomer family:

- Prepared by the chair and submitted to Refugee Coordinator
- Required only once the family has arrived
- Provided form to be filled out and returned by email

2. Financial Reports:

- Prepared by the Sponsorship Group Treasurer and submitted to Refugee Coordinator and Parish Treasurer.
- Excel spreadsheets preferred for detail listings, but other formats acceptable.
 - **Detail listing of all donations and fundraising amounts**, from the group's inception to the current quarter-end. Please include a grand total.
 - **Detail listing of all disbursements paid to or on behalf of the family**, from the group's inception to the current quarter-end. Please include a grand total.
 - **Copy or scan of the CG's bank account statement as well as the parish's statement indicating moneys held on behalf of refugee sponsorship**, for the final month of the current quarter.

The Role of the Parish Treasurer

The sponsoring group bank account is an asset of the sponsoring parish. This is why the financial reports must also be submitted to the parish treasurer. The parish treasurer must then incorporate that information into the parish's financial reporting, and reflect the balance in that account on its own books at the end of the fiscal year.

If the treasurer for the Sponsorship Group is *not* the parish treasurer please make sure you share this information and collaborate on the report.