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**Transformed people,**

**transforming Quebec**

**and the World!**

December 17, 2019

Communiqué: To CMA Qc church treasurers

**Subject: End of year financial information**

Hello,

Here is some financial information for closing the year 2019 as well as being helpful to you as you prepare the church budget for 2020.

**Year-End Contribution Deadline 2019**

**Pastor’s Salary**

A copy of the *Guidelines for Official Workers Salary 2020* is attached.  This document can also be downloaded from the District Website.  The figures in the salary scale were increased by 2,4% considering the cost of living for 2019 in Québec.  Please insure that your pastor takes adequate time for personal renewal and rest for himself and his family.

If your church is not giving a salary according to the salary scale, I strongly encourage you to set that as a goal to reach, if not this year, then in a year or two.  If your church is giving a salary above what is recommended in the salary scale, then, Praise the Lord and continue the good work.

**Annual Workers’ Retreat**

Each fall all CMA Quebec Official Workers and their spouses are expected to attend the Annual Workers’ Retreat.  This retreat is a special occasion for them to step aside from their pastoral responsibilities for a time of personal rest and renewal.  In 2020 the Retreat will be held again at the Auberge du Mont, St-Gabriel de Valcartier, Qc (20min north of Quebec City), October 26 – 29.  Approximate costs are $650 for a couple and $425 for a single person, plus travel.  Churches are asked to cover the registration and travel costs, seeing this as an investment in the life of their pastor which will result in blessings both for them and their church.

**Budget Item – Leadership development**

In addition to budgeting for the ongoing training of the pastor, it is important to include an amount for the development of those involved in various ministries of the church – ex. Sunday School, Worship, etc.

**Charity Receipts**

The deadline for sending charity receipts to donors is Feb 28, 2017.  Please pay special attention to the information written on the receipt by verifying that the name and address of the donor is correct as is the amount of their contribution.  It is possible to correct a receipt that has been issued with the wrong information, but it is not that simple.

**Financial Report RF50**

Towards mid-January I will send you the Annual Financial Report RF50 for the year 2019.  I strongly encourage you to fill it out and to return it to me as soon as possible. Our accountant needs these reports to prepare the Consolidated Financial Report for the Alliance in Quebec.

**CMA Local Church Annual Report**

In order to obtain an overall picture of the health of CMA churches across Canada, each church is requested to complete the *Local Church Annual Report*and to send it to the National Ministry Centre of the CMA in Toronto no later than February 15.  This report can also be completed online on the CMA website.

**General Assembly 2020**

General Assembly will be held in Bramalea Ontario June 16 - 19.  Each organized church can send at least 2 delegates to represent the church at general assembly in addition to their pastor.  Further details concerning registration, theme, programme and lodging, will be sent later to the churches.

**Guidelines for Church Treasurers**

Please consult the document, *Guidelines for Church Treasurers*, which can be downloaded from the District Website.  In it is a variety of pertinent information and advice for your ministry.

May God continue to grant you wisdom and grace for this important ministry of your church.

**Fonds des services de santé (FSS)** – The rate that the church, as employer, is required to pay as their contribution to FSS is based on the total of all the salaries that all our churches pay to their staff. Unfortunately, that amount is not known until the end of the year when Revenue Québec (RevQc) receives copies of the Sommaire that churches send in to RevQc. For 2018 the rate was fixed by RevQc at 2.3% which is why some churches received a bill recently from RevQc, with interest and penalties, for the missing amount in 2018. So, in order to avoid paying interest and penalties on any missing amounts for 2020, we propose that churches use the estimated rate of 2.8% to calculate their contribution to FSS for the year 2020. It is better to send in too much now and receive a reimbursement at the end of the year rather than a bill with interest and penalties.

**E-transfers to the DSL**

Please take note that any e-transfers sent directly into the DSL bank account must be identified by sending an email directly to the Financial Director with the date of deposit, details of the deposit, and intended purpose of the deposit. Without this information we are unable to adhere to the fund’s intended purpose. Any transfers without this information will be considered as a donation to the District, unspecified in purpose.

Que le Seigneur vous accorde sagesse et grâce dans ce travail important dans la vie de votre église.

Melissa Arseneault
Directrice Financières | Financial Director

ACM au Québec | C&MA in Quebec
melissa@districtstlaurent.org | 514.313.2030