

September 14, 2023

To all Fabriques

Subject: 2023 Annual Report

Dear Pastors, Administrators, Wardens and Accountants,

We are sending you the 2023 Diocesan Annual Report form to enable you to finalize your annual reports for the year 2023. This form combines *the financial report for the year ending December 31, 2023*, *the report for the diocesan contribution* and *the report on Masses celebrated*. Please complete it and return it to servicesfabriques@diocesemontreal.org no later than **March 31, 2024**.

As before, we ask you to mention the name of your Fabrique on the presentation page, to have this page signed and to send a separate copy with your completed annual report.

Please pay attention to the following:

- «11-Rental premises» tab (**OPTIONAL**):

The purpose of this form is to find out what space is available for rent in your church (e.g. basement, presbytery, etc.). We sometimes receive requests from organizations looking for space to rent, and this information will help us put you in touch with them.

- **Line 108 to record the balance of the diocesan contribution credit;**

- **Line 204 to record the balance of the diocesan contribution to be paid;**

- **Two lines in Annex 8 (diocesan contribution) to take into account the impact of previous accumulated balances.**

If you are unaware of your previous accumulated diocesan contribution balance, please contact the Economat at the following e-mail address: jmangala@diocesemontreal.org.

Consequently, you must always use the form sent to you. Reports produced on an old form will not be accepted.

Reminder

Please note that the **Canada Emergency Business Account (CEBA) reimbursement expires on December 31, 2023** (line 203 in the Annual Report form). You are therefore urged to take the necessary steps before the expiry date.

You are also required to complete the following forms and submit them, along with your approved Annual Report, to both levels of government **by June 30, 2024**:

- **Government of Quebec: Form TP-985.22**
(You can find this form in the web site of Revenue Quebec at the following address:
<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/tp-985.22-v/>);
- **Government of Canada: Form T3010**
(You can find this form in the CRA web site at the following address:
<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html>).

Important

Please send copies of the two forms **TP-985.22** and **T3010** to the Administrative Services to Fabriques department when you send them to both governments.

If you have any questions, please do not hesitate to contact us by email at the following address: servicesfabriques@diocesemontreal.org.

Thank you for your cooperation,



Caroline Tanguay M.Sc.A
Director of the ASFD



Domenic De Luca, CPA
CFO and Diocesan Financial Administrator