



## HST Reporting TIPS for Treasurers

In Guiding, there are four different ways we must look at HST, and for our treasurers there is a specific way of recording and dealing with each one.

1. HST refunds (also called rebates) come from the HST part of the cost of things we buy at stores, or people who perform services for us.
2. HST we pay to other GGC entities, such as the National online store.
3. HST we collect, on behalf Canada Revenue Agency as part of registration fees for many activities, which we then have to pay to Canada Revenue Agency.
4. HST Tax Credits that come from the same things as the HST Refunds in #1 but are for the things we buy for the activities in #3.

You will see as we go through this that you probably need to create a few more columns on your spreadsheet, in order to keep track properly.

### 1. HST Refunds

First you need to know that we are entitled to make an annual claim for a 54% refund of the HST we pay to non-Guiding stores or service providers. In some Districts the procedure has the District Treasurer claim this refund on behalf of all units in the District, in other Districts the units will be responsible for making the claim. It may seem that, because your unit pays so little HST over the course of a year, it is not worthwhile preparing the paperwork to claim the rebate. Just remember, a little bit of work and you can receive that small refund from the government to add to your unit's bank account.

Examples: The craft shop, the dollar store, the grocery store (non-food items), Planet Lazer, Cliffhangers, or the Parks Board nature guide.

Each of these places adds HST to the bill. When you are recording the expense on your spreadsheet, the HST amount goes in the HST 54% column, and on the same line of your spreadsheet, the rest of the expense goes in the column for that expense. See *Example 1* on the sample spreadsheet.

Note that the total of the two expense columns equals the total cheque amount in the CHEQUE column.

### 2. HST we pay to other GGC entities

Example: the National online Guide store

The Guide store also adds HST to your bill; but remember we are all part of Girl Guides of Canada. So we *cannot claim a refund on tax paid to ourselves!*

Since we cannot claim a rebate for this tax, we do not need to record it separately on the spreadsheet. Instead, the entry would look like *Example 2* on the sample spreadsheet.

### 3. & 4. HST we collect on behalf of Canada Revenue Agency, and pay to CRA

- Canada Revenue Agency says we must collect HST on the fees we charge for certain activities. For most units this means any overnight activity such as a sleepover or camp (we'd just call it ~~camp~~ but remember it applies to sleepovers too). Rangers may be required to charge HST on other daytime activities as well, if the age of their girls is mostly over 14 (check the HST Decision Flowchart).
- We then have to pay (remit) that HST to Canada Revenue Agency, through Area. Because of timelines, this is the *one* time you do not have to pay through District.
- BUT! Before we remit the HST, we can first reduce the amount owing, by claiming a 100% refund of the HST we paid on expenses connected with the overnight activity. These are sometimes called ITCs or Input Tax Credits.
- The net HST amount [HST collected, minus HST paid on camp expenses] must be remitted to Area by the 10th day in the month following the activity. Therefore, if your camp is held April 15-17, you must pay HST to Area by May 10th.

#### Camp Fees

First, we have to determine how to charge the parents, either:

- (A) Camp Fee is X Dollars + 12% HST or
- (B) Camp Fee is X Dollars (including HST)

Method A is simpler to deal with, but we more often tell the parents the cost as a round number. So, using Method B, see *Example 3* on the sample spreadsheet for how you would enter the fees, and how you would allocate the HST that you have collected as part of the fees.

Note: the HST reallocation entry needs to have a zero value in the bank columns . so you enter a negative number in the CAMP REVENUE column, and enter that positive number in the HST COLLECTED column. You are in effect saying ~~this revenue wasn't~~ collected for camp fees after all; it was collected for HST+

#### Camp Expenses

We know we will get a 100% refund of any HST paid, so when we record the camp expenses, we record the HST in the HST 100% column. See *Example 4* on the sample spreadsheet.

#### Tax Time!

When camp is over, it's time to remit the HST that we collected for the government, and take our 100% refund of the HST we paid for anything to do with the camp

First, the Event HST form . see page 4. We take the information right off our spreadsheet. Then the HST Summary form . see page 5. These two forms are always done together.

Now, write a unit cheque for the HST amount to be remitted. Make the cheque payable to your Area . see *Example 5* on the sample spreadsheet for how to record it. (Note that the total of the HST COLLECTED column equals the total of the HST 100% column and the HST REMITTED column).

Send the cheque and both forms to the AREA Treasurer, by the 10th day of the month following your camp. Keep a copy of the Event HST form with your financial records.


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## Sample Unit - 2011

							EXPENSES					REVENUE			
	Description	chg#	✓	Deposit	Cheque	Running Balance	HST (54%)	HST (100%)	HST Remitted	Badges & Pins	Crafts	Camp Apr.15-17	HST Collected	Camp Apr.15-17	
						585.93									
<i>Example 1</i>	Feb.18	Greta Guider	64	✓		19.90	566.03	2.13			17.77				
<i>Example 2</i>	Feb.25	Lori Leader	65	✓		66.08	499.95			66.08					
	Mar.15	Camp Funtimes	79	✓		256.00	243.95					256.00			
<i>Example 3</i>	Mar.31	Deposit		✓	1000.00		1243.95							1000.00	
	Mar.31	Allocate GST collected		x			1243.95						107.14	-107.14	
<i>Example 4</i>	Apr.15	ABC Bus Company	80	✓		557.00	686.95		59.68			497.32			
	Apr.23	Greta Guider	82	✓		282.73	404.22		4.25			278.48			
<i>Example 5</i>	Apr.30	GGC – My Area	83			43.21	361.01			43.21					
					1000.00	1224.92		2.13	63.93	43.21	66.08	17.77	1031.80	107.14	892.86

## EVENT HST FORM

(Please use separate forms for each event)

Area/District/Unit/Campsite Sample Unit

Mailing address c/o your home address  
Your city/town, BC

Contact name Your name

Phone number Your phone number (H) (W)

Date April 30, 2011 Event name: Camp Funtimes  
April 15-17, 2011

**HST Collected on Event Fees:**

					HST
Event Fees: \$	_____	per participant (not including HST)	x _____	# of participants x 12% =	\$ _____
OR:	\$ <u>100.00</u>	per participant ÷ 112 x	<u>10</u>	# of participants x 12 =	\$ <u>107.14</u>
	_____	(including HST)	_____		_____

**HST Paid on Event Expenses:**

	Notes	Receipts Total (including HST)	HST
Event supplies	_____	_____	_____
Food for event	_____	<u>282.73</u>	<u>4.25</u>
Program supplies	_____	_____	_____
Craft supplies	_____	_____	_____
Campsite rental / accommodations	_____	<u>256.00</u>	<u>0.00</u>
Other event expenses	<u>Transportation</u>	<u>557.00</u>	<u>59.68</u>
	<b>Totals</b>	<u>1095.73</u>	<u>63.93</u>

**Net Payment (Refund)**

HST collected less total HST paid on event expenses

<b>43.21</b>
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This form is to be sent with the HST Remittance and Rebate Request Form.

## HST REMITTANCE AND REBATE REQUEST FORM

Area (or Campsite) My Area

Mailing address \_\_\_\_\_

\_\_\_\_\_

Contact name \_\_\_\_\_ Phone number \_\_\_\_\_

Date April 30, 2011

### HST SUMMARY

Total HST Collected on Event fees*			(A)	<u>107.14</u>
Total HST paid on event expenses (ITC) (use this line only if you have reported amounts in line A above)			(B)	<u>63.93</u>
Total HST paid on non-event & non-HST chargeable event expenses (excluding Guide Shop purchases)	_____	x 54% =	(C)	_____
Total HST paid on federally-exempt expenses	_____	x 57% =	(D)	_____
Total HST paid on provincially-exempted expenses	_____	x 50% =	(E)	_____
Subtract lines (B), (C), (D), & (E) from line (A)		(A) . (B) . (C) . (D) . (E) =	(F)	<u>43.21</u>
IF line (F) is:				
A positive figure, enclose cheque for amount			(F)	<u>43.21</u>
A negative figure, request rebate for amount			(F)	_____

**Payment/Refund Summary** (please list the Districts/Units who are reported on this form). Note: all requests must be submitted through Areas; cheques will only be issued at an Area level.

	Payment	or	Refund
<u>Sample Unit</u>	<u>43.21</u>		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
<b>Totals</b>	<u>43.21</u>		

Note: Please include the individual Event HST Form(s) with this report.

## QUESTIONS & ANSWERS

**Q. Why is Guiding making us deal with taxes?**

A. This is not something Guiding thought up for you to do . it is something that Canada Revenue Agency says we MUST do. Scouts Canada and other non-profit organizations are in the same boat . we are all required to collect and remit GST/HST to Canada Revenue Agency when we hold overnight events.

**Q. What do I do if I don't have all the receipts for the camp by the time I have to pay the HST?**

A. You should remit the HST anyway, then if you want your unit can receive the full 100% rebate submit a second form with the additional information when you get those late receipts,. Or, if the amount is small, you may choose to include those extra amounts with the regular 54% refund.

**Q. What if our unit subsidizes part of the cost of our camp?**

A. Good question! We only have to collect HST on the fee that we charge the parents. So, if your unit can afford to subsidize camp fees, that means less HST will have to be paid to Canada Revenue Agency.

Looking at our example camp, suppose the unit had only charged \$75 per girl, and covered the rest of the cost from unit funds. Then the calculation would have looked like this:

HST collected on fees	\$80.36
HST paid on event expenses (same as before)	\$63.87
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HST to be sent to Area	\$16.49

By subsidizing 25%, the unit's HST remittance is reduced by more than half.

**Q. Does it ever work out that instead of owing HST to Canada Revenue Agency, we get a refund instead?**

A. Yes, it has happened.

**Q. So, if we subsidize the fees and we're owed an HST refund for our camp, do I still have to send in the forms by the 10th day of the month following the camp?**

A. Yes, we still have to report the collection of HST. All the reports from all levels of guiding are combined to one report by the Provincial office and filed to Canada Revenue Agency each month. Your report will help reduce the amount given to Canada Revenue Agency.

**Q. How do I get our remittance to the Area Treasurer; do I give it to my DC?**

A. You should mail your Event HST form, your HST Remittance form, and your unit cheque, directly to your Area Treasurer. This is the one time in Guiding that money flows directly from the unit to the Area. Ask your DC for the name and address of your Area Treasurer, if you do not already know it.

**Q. I'm still confused – is there someone who can help me?**

A. Yes, email [finance@bc-girlguides.org](mailto:finance@bc-girlguides.org)