



Girl Guides
of Canada
Guides
du Canada

GIRL GUIDES OF CANADA-GUIDES DU CANADA New Brunswick Council

HST Guidelines Guider Toolkit

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HST Reporting Tips for Treasurers

In Guiding, there are four different ways we must look at HST, and for 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 of 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 and make the submission of your HST remittance or rebate forms easier (Appendix B).

1. HST Refunds

First you need to know that we are entitled to make an annual claim for a refund of the HST we pay to non-Guiding stores or service providers. 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 column, and on the same line of your spreadsheet, the rest of the expense goes in the column for that expense. 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" – one legal entity. 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.

3. 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'll 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 in Appendix A).
- We then have to pay ("remit") the HST we collect to the Canada Revenue Agency, through the Provincial Office. Because of timelines, this is the *one* time you do not have to pay through District/Area.

- 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 taxable activity. These are called ITCs or Input Tax Credits.
- The net HST amount [HST collected, minus HST paid on camp expenses] must be remitted to the Provincial Office within 30 days of the end of the activity. Therefore, if your camp is held April 15-17, you must pay HST to the Provincial Office by May 17th.

Answers to Frequently Asked Questions

Below is a list of answers to some frequently asked questions to help you out further.

Frequently Asked Questions	
Which events are covered under this requirement?	This requirement must be applied to all events, except for day activities that are attended primarily (more than 50%) by girls under 14 years of age.
Does the HST need to be collected on workshops?	No, the CRA regulation is focused on children’s “camps involving supervision or instruction in recreation or athletic activities.”
Is HST to be charged on use/rental fees by Guiding properties for use within Guiding?	No, this requirement is related to the activity or event and not the property. CRA provides for an exemption of HST to registered charities, such as Girl Guides of Canada, on facility rentals.
Do we need to include the HST number when charging HST?	Yes. Check with your Provincial office/Treasurer for your Province’s HST number. NB Council HST: 118938554
Are there any events, camps or activities that are exempt from HST?	Yes, when it is a day camp and the camp participants are primarily (i.e. more than 50% of participants) <u>under 14</u> years of age.
How is the HST calculated?	Calculate the HST on the full participant registration fee.
Do units need to collect HST from the girls who attend their camps?	Yes, all Guiding levels must charge HST on all its fees related to camp events and activities.
Do independent or International trips need to charge HST?	Maybe, the determining factor will be the location of the trip. CRA does not require HST to be charged on services performed outside of Canada. This means that International trips are exempt from HST.
In a situation where another level or group within Guiding subsidizes the cost of girls attending an event or camp, what amount should be used to charge HST, the full registration fee or the amount that is net of the subsidy?	The HST is to be charged, by the group that is organizing the event or camp, on the full registration fee. This means if an Area charges \$100 per girl then the HST should be charged on the full \$100, even if a District chooses to assist each of their girls by paying \$25 of that fee.

	<p>However, if the Area only charges \$75 to each girl and a lump sum subsidy is provided to the Area to cover a portion of the event or camp costs – the key here is the subsidy amount would be considered as a donation or sponsorship and should not be billed by the Area as a portion of the event fee and not billed to the girls.</p>
What are Input Tax Credits?	<p>Input Tax Credits (ITC) are refundable amounts available on certain purchases. They may be claimed at 100% of the HST paid on expenses directly related to an event or camp (when HST is charged)</p>
Who is eligible for Input Tax Credits?	<p>Any group that holds an event or camp and has collected the applicable HST from the participants is eligible for ITC on expenses directly related to that event or camp.</p>
What is a HST rebate?	<p>The HST rebate is an amount a Guiding entity may claim that has not already been claimed as an ITC. The rebate is calculated as a % (13% in NB and 14% in PEI) of the eligible HST expenses. Note: HST charged on GGC store purchases cannot be claimed as part of the rebate.</p>
Who needs to report the HST?	<p>Any group that holds an event or camp where HST is applicable.</p>
When are these reports due?	<p>Check with your Provincial office for the due dates.</p>
Where can I get the HST report forms?	<p>They are available online at http://forms.girlguides.ca/SitePages/Home.aspx under Finance.</p> <p>Customized forms for NB and PEI use are available on the NB Council website at http://www.girlguides.nb.ca/english/View.asp?x=8</p>
Where can I find examples of how to calculate HST on an event or camp?	<p>Here are a few examples that should help:</p> <ol style="list-style-type: none"> 1. You are taking your group for a two-night camp. The event registration fee is \$25 per girl plus HST. HST is calculated at $\\$25 \times 13\% = \\3.25 for a total fee of \$28.25 per girl, in this example \$25 will be available to cover the event costs and the \$3.25 HST will be reported and submitted. HST paid out on the event costs (i.e. activity supplies, etc.) can be claimed as a 100% ITC to determine the net amount of the HST claim either payable or receivable. 2. You are taking your group for a two-night camp. The event registration fee is \$25 per girl including HST. HST is calculated at $\\$25 \times 13 / 113 = \\2.88 per girl, the \$22.12 balance of the fee will be available to cover the event costs. HST paid out on the event costs (i.e. activity supplies, etc.) can be claimed as a 100% ITC.

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| | 3. You are arranging a one day event for your Brownies (primarily under 14 years of age). The event registration fee is \$5 per girl, HST will not apply. HST paid out on the event costs (i.e. activity supplies, etc.) can be claimed as a 50% in NB or 35% in PEI rebate. |
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Why do we have to deal with taxes?

These guidelines have been created to assist Girl Guide Leaders and Treasurers to better understand the application of HST on camping events or activities.

The Canada Revenue Agency (CRA) requires Girl Guides of Canada to charge and remit HST on certain activities. It has been mandatory since 1997 for GGC to charge HST on overnight camping/events or activity fees.

The HST Decision Tree Flowchart in Appendix A is a visual aid to assist Guiders in determining if HST should be charged on an event or camp fee. This flowchart summarizes many frequently asked questions. When HST is to be charged on event or camp fees then the HST Event or Camp Form in Appendix B is to be completed. HST can either be added to the event or camp fee [$\$20.00 * 0.13$ (HST rate) = \$2.60 HST, total fee is \$22.60] or included in the event fee [Total fee is \$20.00, $\$20.00/1.13 * 0.13$ (HST rate) = \$2.30 HST]. When HST is charged on an event or camp, Guiders can claim 100% of the input tax credits (ITC) incurred on those event or camp expenses.

What happens if the event or camp fee is subsidized?

If an event or camp fee is taxable but the unit subsidizes 100% of the event fee, the HST Event form must contain a zero for the amount of HST collected. If zero HST is collected, then the net tax calculation cannot be used and 100% of the input tax credits on the event or camp expense cannot be claimed. However, a rebate can be claimed for these expenses. Please complete the HST Event or Camp form, Appendix B, to claim the rebate.

When implementing the HST remember that two types of reporting for HST are being used:

1. The **Net Tax Method** for taxable events where HST is collected and 100% of Input tax credits (ITC) are claimed; and
2. The **Public Service Body Rebate** of 50% of the HST paid. HST for public service body rebates can be obtained from the CRA website www.cra-arc.gc.ca.

Charging HST on Events or Camps:

If you are organizing a camp event, you will have to charge the participants HST (unless your event is a day activity for girls primarily aged 14 and under). See the HST Decision Tree Flowchart for guidance. Where HST is required to be charged, it must be collected on the full participant fee for these events or camps. Please include the HST number on the receipts or invoices.

Charging HST on Camp Properties:

If your GGC property is being used for an overnight camp, or other event, you do not charge HST on the rental charged. As a registered charity, GGC is provided with an exemption.

HST Paid on Expenses:

Expenses incurred that are directly related to taxable camp events are eligible for a 100% return (Input Tax Credit (ITC)) of the HST paid. Other expenses remain eligible for a rebate of a 50% in NB or 35% in PEI of the HST paid (% varies by Province).

When are reports due?

The HST Event or Camp form, Appendix B, is to be submitted to your Provincial office after the event or camp is over. The Units, Districts and Areas are to submit the HST Event or Camp form directly to the Provincial Office within 30 days of the end of the activity. The reason for the Units to send this form directly to the Provincial Office is to speed up the process. These due dates were set so that the Provincial office would have the HST Event or Camp form in time to record the amounts on Provincial monthly HST return, which must be filed with CRA by the end of the month following the month the event was held. For example, events or camps held in August, Provincial office must file HST with CRA by September 30th.

When the HST Event or Camp form is submitted, and if HST is owing a cheque is to be sent with the form to the Provincial Office from the Area, District or the Unit. If a Unit or District or Area is entitled to a refund of HST, the form is submitted to the Provincial Office and the Provincial Office will write a cheque for the HST refund.

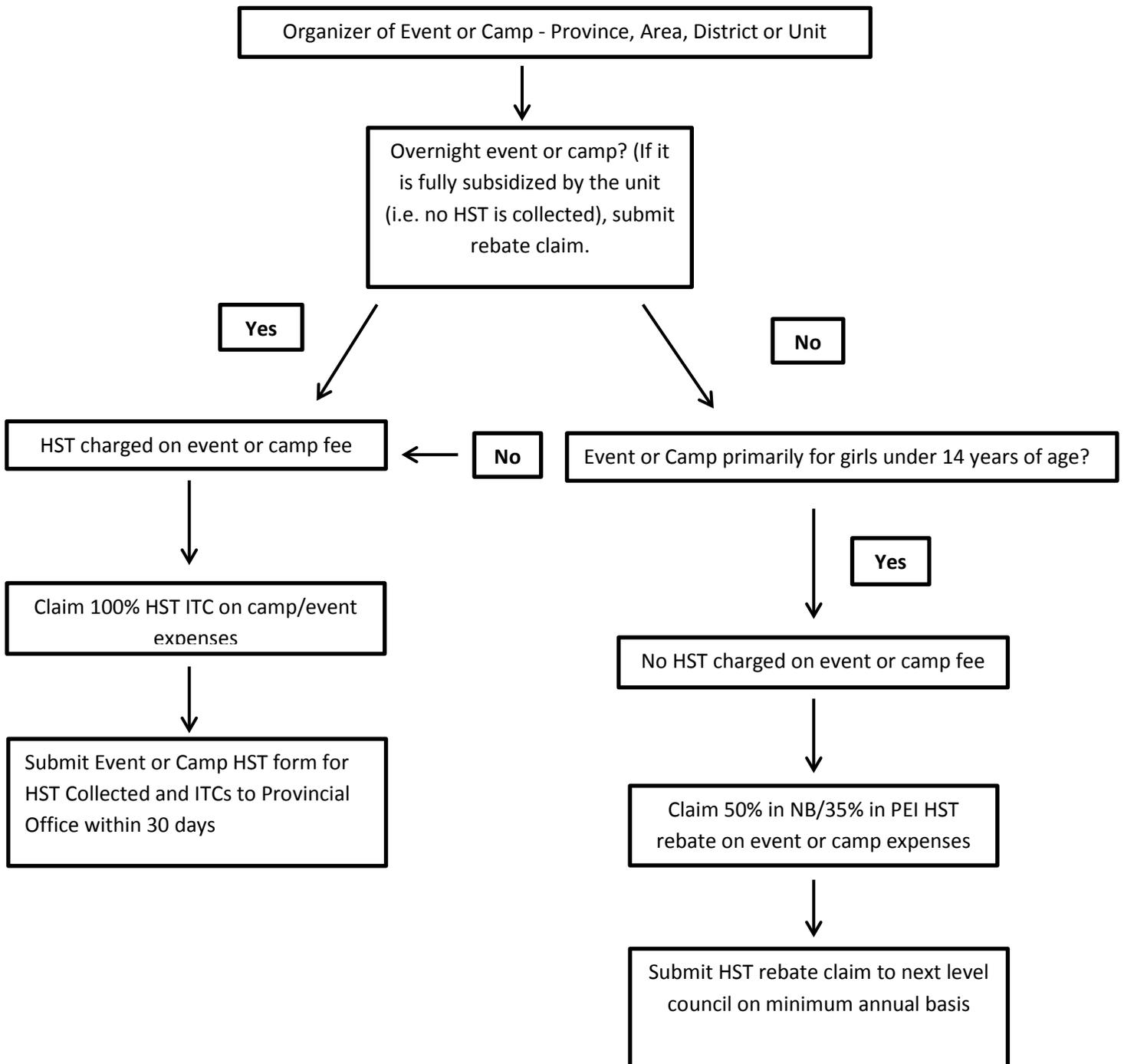
Guiders

Plan your camp as usual. Consider whether you are required to charge HST to your participants (the decision tree flowchart in Appendix A will be of assistance). For ease of tracking by Guiders you may quote the fee as "including HST" then pull the portion that represents the HST out of the total. The Unit Spreadsheet is a useful resource for tracking HST collected and paid and will assist you in completing the Event or Camp HST form in Appendix B.

Treasurers

If your group is organizing an overnight event (or a day activity for girls primarily over aged 14), you should set up "HST Collected – Camps" and "HST Paid – Camps" accounts in your financial recordkeeping system (i.e. create new columns if you are using spreadsheets). You will need to complete and submit the HST Event or Camp Form in Appendix B monthly along with a cheque for the applicable HST payable, if appropriate. The HST Paid account you have already set up will be used for other regular Guiding activities. You will record this HST separately, and file for a rebate as per current procedures.

Appendix A: HST on Event or Camp Decision Tree Flowchart



Appendix B: Event or Camp HST Form

EVENT or CAMP HST FORM

(Please use separate forms for each event)

Area/District/Unit _____

Mailing address _____

Contact name _____

Phone number _____

(H)

(W)

Date of Event or Camp _____

Event or Camp
name/Description: _____

HST Collected on Event or Camp Fees:

Fee per participant (not incl HST): \$ _____	x No of Participants _____	x 13% (NB) = _____	Total HST Collected
		X 14% (PEI) = _____	_____

Total Fees Collected: \$ _____

OR

Fee per participant (incl HST): \$ _____	x No of Participants _____	/1.13 (NB) = _____	
		/1.14 (PEI) = _____	_____

Total Fees Collected: \$ _____

HST Paid on Event Expenses:

	Receipts Total	HST Total
Event supplies, food, program supplies, craft supplies, campsite rental/accommodation, other	_____	_____
<i>Attach 100% HST Rebate form NBF 9</i>		(B)
Net HST (A – B)		_____
A positive figure, enclose cheque for amount		(C)
A negative figure, request rebate for amount	Net Payment Net Rebate	_____

Form to be submitted within 30 days from end of Event or Camp

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at (www.girlguides.ca) or contact your provincial office.

Appendix C: Definitions for GST/HST

GST and HST

The GST or goods and services tax is a tax that you pay on most goods and services sold or provided in Canada. In New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario and Prince Edward Island, the GST has been blended with the provincial sales tax and is called the HST or harmonized sales tax.

Input tax credit (ITC)

An ITC is a credit that GST/HST registrants can claim to recover the GST/HST that has been paid or is payable for goods or services they acquired, imported into Canada, or brought into a participating province for use, consumption, or supply in the course of their commercial activities.

Public service body

Public service body means a charity, non-profit organization, a municipality, a university, a public college, a school authority, or a hospital authority.

Public service bodies' rebate

A special GST/HST rebate allows certain charities to recover a percentage of the GST and the federal portion of the HST paid or payable (50% in NB And 35% in PEI) on their eligible purchases and expenses for which they cannot claim input tax credits (ITCs). Charities may also be able to claim a public service bodies' rebate for some of the provincial portion of the HST if they are a resident in a participating province.

Appendix D: Contact Information

New Brunswick Council (also covers Prince Edward Island)

1-800-565-8111

506-634-0808

[ggnbc\(@\)nb.aibn\(dot\)com](mailto:ggnbc(@)nb.aibn(dot)com)

EVENT or CAMP HST FORM
 (Use separate sheet for each event or camp)

Area/District/Unit _____

Mailing Address _____

Contact Name _____

Daytime Phone Number _____ Other: _____

Date of Event or Camp _____

Event or Camp Name/
Description _____

HST Collected on Event or Camp Fees:

			Total HST Collected
Fee per participant (not incl HST):	\$ _____	x No of Participants _____	
			x 13% (NB) = _____
			x 14% (PEI) = _____

Total Fees Collected: _____

OR

Fee per participant (incl HST):	\$ _____	x No of Participants _____	/1.13 (NB) = _____
			/1.14 (PEI) = _____

Total Fees Collected: _____

HST Paid on Event Expenses

		<u>Receipts Total</u>	<u>HST Total</u>
Event supplies, food, program supplies, craft supplies, campsite rental/accomodations, other	Complete details on next page including Total Receipt, HST Registration and HST Paid	\$0.00	\$0.00

NET HST (A - B)

A positive amount, enclose cheque for amount **Net Payment:** _____

A negative amount, request rebate for amount **Net Rebate:** _____

Form to be submitted withing 30 days from end of Event or Camp

