



## **GST Reporting TIPS**

### **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 to Canada Revenue Agency when we hold events and overnight camps.

**Q. Must the GST Number appear on all receipts?**

A. Yes, the number is 118938554RT0058

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

A. You should remit the GST anyway, and 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. Alternatively, if the amount is small, you may choose to include those extra amounts with the regular 50% refund.

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

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

**Q. Does it ever work out that instead of owing GST 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 a GST 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 GST. 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 Provincial Office; do I give it to my DC?**

A. You should mail your GST Rebate & Remittance form, and your unit cheque, directly to your Area Office.

**Q. Are trainings considered events?**

A. Yes, GST must be charged on fees for all trainings

**Q. Can I claim the GST paid for unit supplies for crafts, etc...**

A. Yes, you can claim 50 % of the amount you paid in GST, excluding any amounts to GCC.

**Q. Do I forward the original receipts with my Rebate & Remittance Form?**

A. Please keep all original receipts with a copy of the form in your unit/district/area, send photocopies with the original form.

**Q. Do I send the Event/Camp form with the Rebate & remittance Form?**

A. No, only send the rebate/remittance form, the event form is for your records only.

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

A. Yes, email [treasurer@albertagirlguides.com](mailto:treasurer@albertagirlguides.com)

Thank you to the BC Girl Guides for their input.

Lorie Coghill  
AB Provincial Treasurer