



Ottawa ON, K1A 0L5

**Effective Date** Dec 9, 2019  
**Account Number** 89801 3461 RR0001  
**Reference Number** CH193111133251

ATTN: TODD LILLEY  
ROLFE, BENSON LLP  
1500-1090 WEST GEORGIA STREET  
VANCOUVER BC V6E 3V7

**Subject: Fiscal year-end change for Skills Canada - British Columbia Chapter**

Todd Lilley,

We are writing in response to your request to change Skills Canada - British Columbia Chapter's fiscal year-end from December 31 to August 31. We received your request on November 4, 2019.

We are approving your request, starting with the fiscal year ending August 31, 2020.

A registered charity can only file an annual information return for a fiscal period of 12 months or less. Therefore, as well as filing a complete information return for the 12-month period from January 1, 2019 to December 31, 2019, you need to file a complete information return for the 8-month transition period from January 1, 2020 to August 31, 2020.

A complete information return has to include these documents:

- Form T3010, Registered Charity Information Return
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified Donees Worksheet (if it applies)
- financial statements

A registered charity's annual information return must be filed no later than six months after the end of its fiscal period. Therefore, your information returns are due on or before June 30, 2020 and February 28, 2021, respectively. Please make sure to use the correct version of Form T3010.

For help filling out Form T3010, please read Guide T4033, Completing the Registered Charity Information Return, available on our website.

If you want to discuss this matter, call us at 1-800-267-2384. When you have information to send us, you can send it online or mail it to the Client Service Section, Charities Directorate, Canada Revenue Agency, Ottawa ON K1A 0L5.

Take advantage of all the new online services for charities in My Business Account. Go there to:

- fill out and send your Form T3010, Registered Charity Information Return
- update and manage your account information
- check the status of your file
- send and receive correspondence

We encourage you to register for My Business Account.

To get updates when we add new information to the Charities and giving webpages, go to **[canada.ca/cra-email-lists](http://canada.ca/cra-email-lists)** and subscribe to the “Charities and giving – What’s new” electronic mailing list.

For more information about the obligations of registered charities and other qualified donees, go to **[canada.ca/charities-giving](http://canada.ca/charities-giving)**.

Yours sincerely,

Millie D'Orazio  
Program Officer  
for Tony Manconi  
Director General  
Charities Directorate

c.c.: SKILLS CANADA - BRITISH  
COLUMBIA CHAPTER