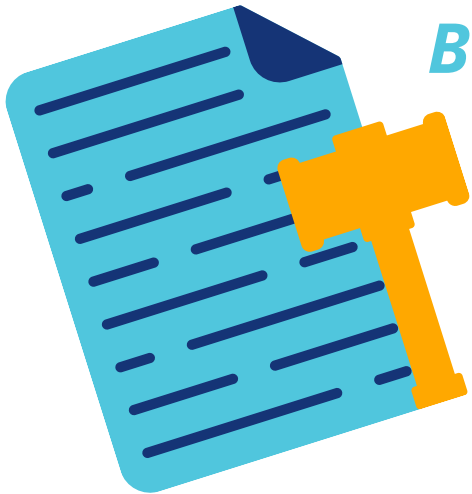




# WHY YOU **NEED NOT FEAR YOUR SOCIETY ANNUAL RETURN**

## **BUT SHOULD FEAR NOT DOING IT**



Leagues are societies under the [Societies Act](#).

This means there are **specific requirements** to maintain your society's status. It can sometimes feel daunting but in reality, it's pretty simple.

### 1. What's a society?

Being a society means your Community League is a legal entity (like a corporation), independent from the board or League members. Societies have all the powers of a corporation, including the ability to:

- ✓ Have a name no one else can use
- ✓ Buy, own and sell property
- ✓ Enter into contracts
- ✓ Borrow money
- ✓ Have a bank account
- ✓ File litigation and have litigation filed against them
- ✓ Be insured

### 2. Why does this matter?

Funders and other bodies will require proof of continued incorporation when doing business with a League. This **includes the EFCL when collecting information for CLOG funding and the Tripartite Agreement**. It also includes the **City of Edmonton, and the AGLC when a League is applying for a casino**.



### 3. Okay, how do we file?

Leagues must submit an annual return to Corporate Registries to remain registered as a society. This sounds daunting but it's pretty basic. The filing includes a form with:

- all board members titles, names and contact information;
- appending the most recent annual audited financial statements.

The return is due each year within **two months of the League's anniversary of incorporation**. Corporate Registries sends a reminder to the email they have on file one month before the anniversary. The month of incorporation can be found on the League's certificate of incorporation.

Forms and instructions can be found at

[alberta.ca/corporations-cooperatives-organizations-annual-returns.aspx](http://alberta.ca/corporations-cooperatives-organizations-annual-returns.aspx)



*Many Leagues complete their filing after their AGM, since they've just had board elections and have an audited financial report. Other Leagues complete their annual return just before they fill out their Community League Operating Grant (CLOG), since the two reports require some of the same information.*



## Information for Leagues Filing Annual Returns

### 4. What happens if you miss an annual return filing?

If a society misses a filing **they simply file late**. This will not change the date of their next filing.

If a society misses more than one filing,

- Alberta Corporate registries will change their registration from **"Active"** to **"Start"**.
  - This means Registries is starting the process of involuntary dissolution of the society.
- They send the society a notice of intent to dissolve.

If the City, AGLC or any other funder or business checks on the incorporation of the League and its status is **"Start"**, **they will not provide funding to the League until the status is back to "Active"**. This process can be stopped by the society filing the missing returns.

### 5. What happens if you don't file?

The Alberta Corporate Registry is just a list of all the corporations and societies registered in Alberta. To be **"struck"** from the register is literally to have the society's name crossed off the list.

This means the society is dissolved. Because the society did not vote to dissolve the society, this is referred to as an **"involuntary dissolution"**.

If the League is dissolved, then the League, from a legal standpoint, ceases to exist. The members have **no protection from any liability**. If the **League owes money, the members now owe that money**.



*If the League society does not file its missing annual returns, Corporate Registries will involuntarily dissolve the society and strike it from the registry. If this happens, the League needs to immediately contact the EFCL. Under section 18 of the Tripartite Agreement, if a Community League ceases to exist the EFCL must assume operations and responsibility for the League's facilities. The EFCL will need to ensure that the property is insured and that programming can continue.*

### 6. How do you revive a society?

Societies that are involuntarily dissolved or struck can revive their incorporation by **filing the missing annual returns**, including addresses and audited financial statements.

There is a **fee of \$50** to revive a society. Documentation and the request for a secure payment link, to pay by credit card, can be emailed directly to Alberta Corporate Registry at: [corp.reg@gov.ab.ca](mailto:corp.reg@gov.ab.ca)

If the Society has been dissolved for more than three years, an Alberta name search report (NUANS) is also required. Societies cannot be revived if they have been dissolved for five or more years.

The above information and the required forms for revival can also be located on this website: [servicealberta.gov.ab.ca/Responsibilities-revive.cfm](http://servicealberta.gov.ab.ca/Responsibilities-revive.cfm)

If you have any further questions or concerns, please contact Corporate Registries:

**Service Alberta Contact Centre**

**Phone: (780) 427-7013**

**Toll-free access within Alberta first dial 310-0000**

**Email: [cr@gov.ab.ca](mailto:cr@gov.ab.ca)**

If you have further questions or concerns for the EFCL, please contact us at [Leaguesupport@efcl.org](mailto:Leaguesupport@efcl.org) or (780) 437-2913

