

Ontario Agricultural and Horticultural Societies

How to Submit the Annual Return through Transfer Payment Ontario

Prepared by the Ontario Ministry of Agriculture, Food and Rural Affairs

Background:

- ▶ *Agricultural and Horticultural Organizations Act, R.S.O. 1990* requires incorporated horticultural and agricultural societies submit an annual return to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- ▶ **Transfer Payment Ontario (TPON):**
 - ▶ Apply for program funding programs
 - ▶ Check your status of your submission
 - ▶ File your annual returns

Deadline to submit your 2020 Annual Return is December 6, 2021

How to Register for a Transfer Payment Ontario Account:

1. Create a ONE-key account
2. Log in with your ONE-key account and register your organization for Transfer Payment Ontario (TPON)
 - ▶ If your organization is already registered in Transfer Payment Ontario, you can join your organization's profile
3. Request Access to Transfer Payment Ontario

Resources:

- ▶ Instructions: www.ontario.ca/getfunding or contact TPON at 1-855-216-3090
- ▶ TPON - How to Submit for Funding video: vimeo.com/491658220/05969ba3b7

What you need to submit your Annual Return:

- ▶ A list of the incoming executive officers and incoming directors of the society for the upcoming year, with their email addresses and telephone number included.
- ▶ Audited financial statements:
 - ▶ Statement of receipts and disbursements at the end of the fiscal year
 - ▶ Statement of Assets and Liabilities at the end of the fiscal year
 - ▶ Reconciliation of Accounts
- ▶ An auditor's certification - either an audit report from a professional accounting firm or a Financial Review Certificate signed by two financial reviewers. This must be completed and dated prior to the society's annual meeting.

STEP 1:

- ▶ Login to TPON using your ONE-key ID at:

[Link to sign in:
www.app.grants.gov.on.ca/gr/tpcr/#/externalLogin](http://www.app.grants.gov.on.ca/gr/tpcr/#/externalLogin)

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Transfer Payment Ontario

Sign in with your ONE-key ID

New to ONE-key?
A ONE-key account gives you secure access to Ontario Government programs and services. [Learn more](#)

Don't have a ONE-key ID? [Sign up now!](#)

ONE-key ID:

Password:

Sign in

[Can't access your account?](#)

Or sign in with _____

GO SECURE

STEP 2:

- ▶ Select the “See Funding Opportunities” tile on the Transfer Payment Ontario home screen.



STEP 3:

- ▶ On the “Funding Opportunities” screen, select the “Submit Reports to Ministry” tile.



Submit Report to Ministry

STEP 4:

- ▶ Click on the words “Annual Information Return” to begin the filing process.



2021-01-1-1472877205

Annual Information Return

Annual Return – Horti...

Pending

1/13/2021

STEP 5:

- ▶ Download the “2020 Annual Return Guide” for instructions on how to complete your application.



Download Program Documentation

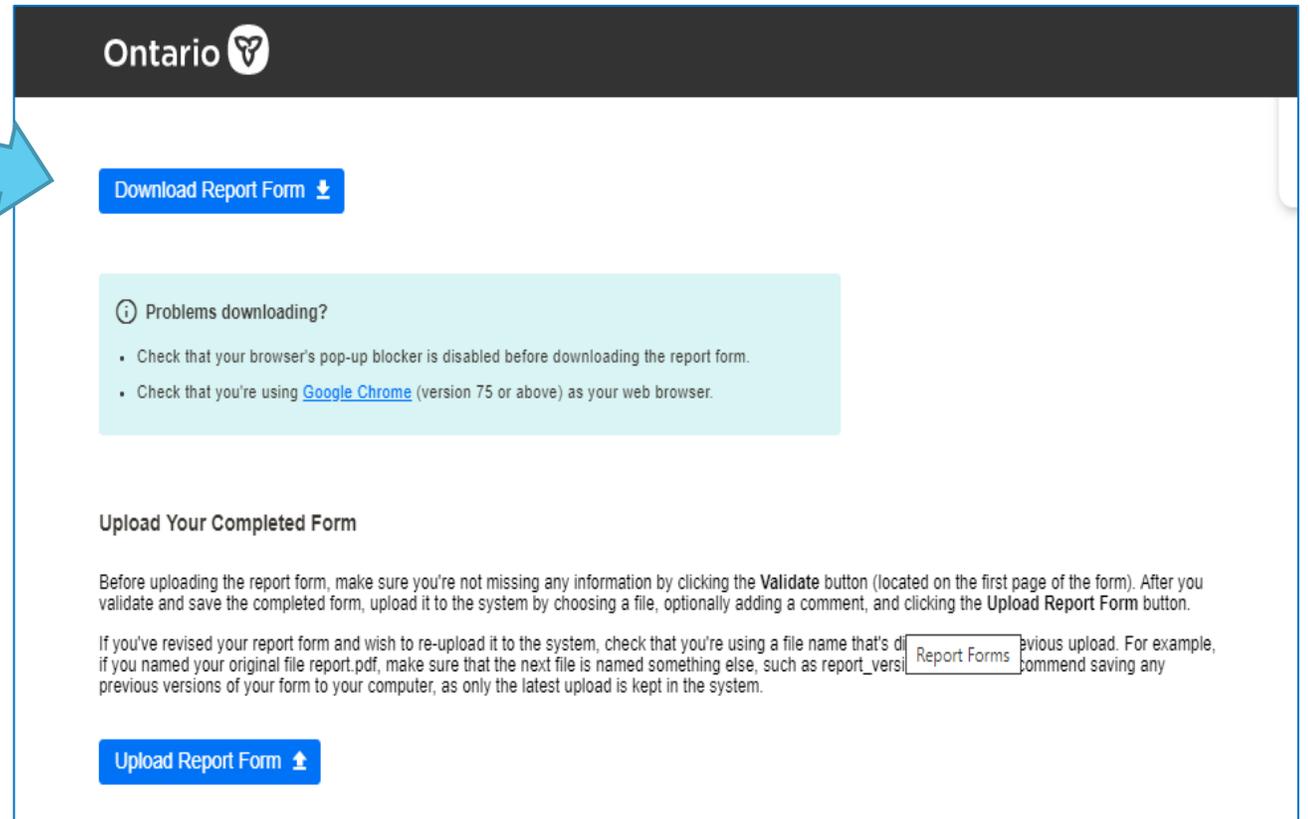
Below you will find a list of documentation related to this program. You are strongly encouraged to review this information prior to beginning your report. Click on the name of the document to download it.

Document
Income statement for hort societies
2020 regional contacts for ag and hort societies
2020 Financial Review Certificate
2020 Annual Return Guide for Hort Societies
2020 Ag and Hort checklist FINAL

[First](#) [Previous](#) [Next](#) [Last](#)

STEP 6:

- ▶ Select the “Download Report Form” button. The form will be downloaded into your computer’s downloads folder.
 - ▶ Do not check the box to indicate that there are no new updates - you are required to download, fill, and upload the form.



Ontario 

[Download Report Form](#) ↓

 Problems downloading?

- Check that your browser's pop-up blocker is disabled before downloading the report form.
- Check that you're using [Google Chrome](#) (version 75 or above) as your web browser.

Upload Your Completed Form

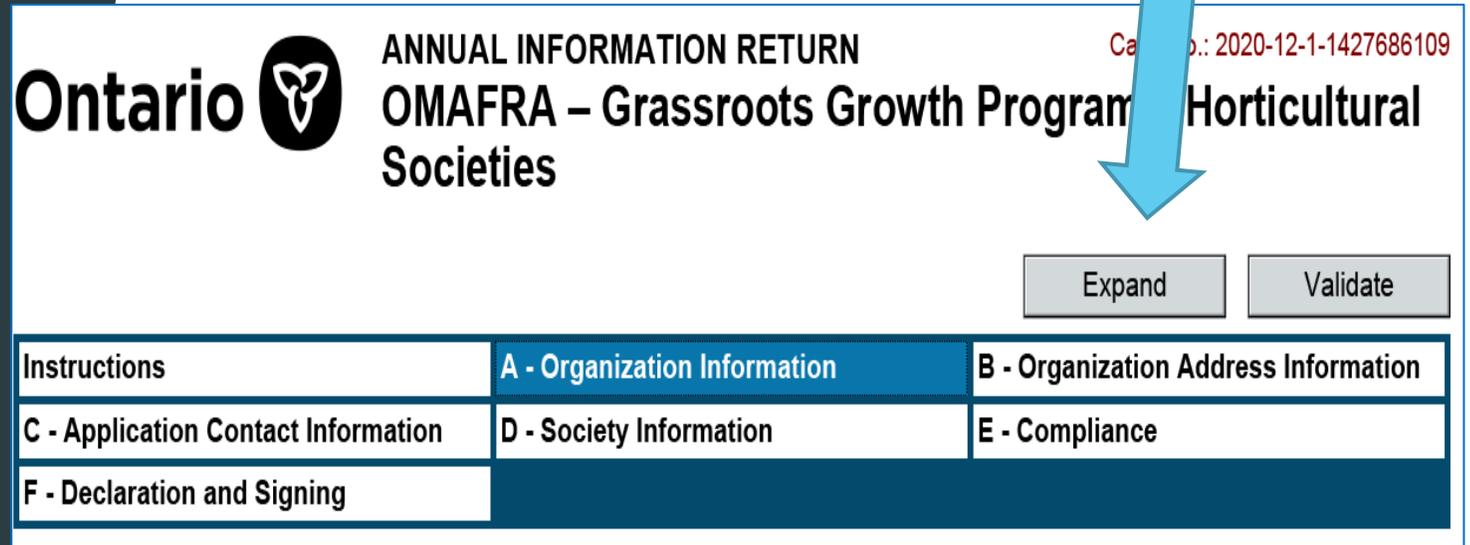
Before uploading the report form, make sure you're not missing any information by clicking the **Validate** button (located on the first page of the form). After you validate and save the completed form, upload it to the system by choosing a file, optionally adding a comment, and clicking the **Upload Report Form** button.

If you've revised your report form and wish to re-upload it to the system, check that you're using a file name that's different from your previous upload. For example, if you named your original file report.pdf, make sure that the next file is named something else, such as report_version_1.pdf. We recommend saving any previous versions of your form to your computer, as only the latest upload is kept in the system.

[Upload Report Form](#) ↑

STEP 7: Completing Annual Return

- ▶ Go to your downloads folder and open the form
- ▶ Complete all sections on the form.
- ▶ You can expand the form by clicking “Expand”



Ontario  **ANNUAL INFORMATION RETURN** Case No.: 2020-12-1-1427686109
OMAFRA – Grassroots Growth Program Horticultural Societies

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Society Information	E - Compliance
F - Declaration and Signing		

STEP 7 Cont. :

- ▶ Complete the form with at least two contacts added who have Signing Authorities
- ▶ Go to the last section of the form and select “Sign Document” and “I Agree” for each signatory

Applicant

First Contact

(w):
Email:

By clicking the "I Agree" button, I Agree with the Declaration and Statement Above

Signature First Contact Date/Time 16/12/2020 15:04:07

Applicant

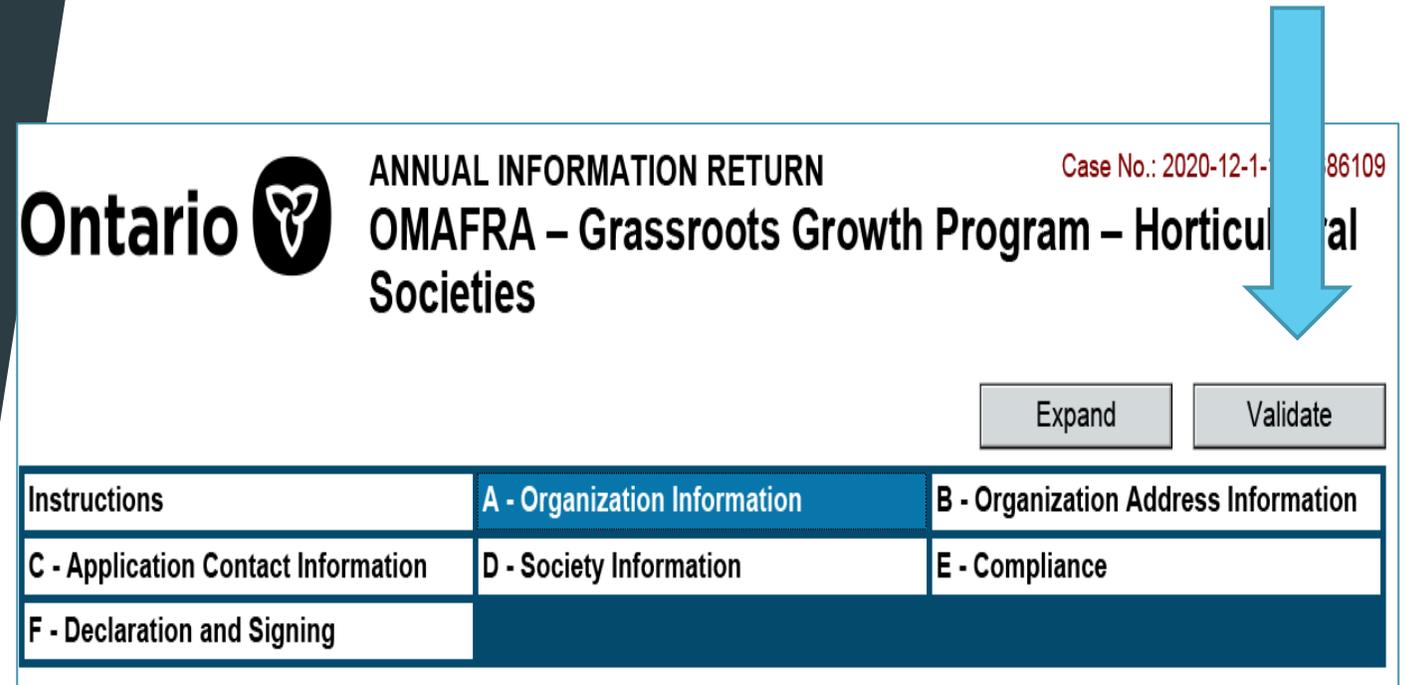
Second Contact

(w):
Email:

Signature _____ Date/Time _____

STEP 7 Cont. :

- ▶ Go back to the top of the form and click “Validate”
- ▶ Save the form to your computer once validation is complete



Ontario  **ANNUAL INFORMATION RETURN** Case No.: 2020-12-1-86109
OMAFRA – Grassroots Growth Program – Horticultural Societies

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Society Information	E - Compliance
F - Declaration and Signing		

STEP 7 Cont. :

- ▶ Go back into TPON and click :

“Upload Report Form”



Ontario 

[Download Report Form](#) ↓

 Problems downloading?

- Check that your browser's pop-up blocker is disabled before downloading the report form.
- Check that you're using [Google Chrome](#) (version 75 or above) as your web browser.

Upload Your Completed Form

Before uploading the report form, make sure you're not missing any information by clicking the **Validate** button (located on the first page of the form). After you validate and save the completed form, upload it to the system by choosing a file, optionally adding a comment, and clicking the **Upload Report Form** button.

If you've revised your report form and wish to re-upload it to the system, check that you're using a file name that's different from your previous upload. For example, if you named your original file report.pdf, make sure that the next file is named something else, such as report_version1.pdf. We recommend saving any previous versions of your form to your computer, as only the latest upload is kept in the system.

[Upload Report Form](#) ↑

STEP 7 Cont. :

- ▶ Use the “Report Back Form List Applet” to find the completed Annual Return file saved on your computer.
- ▶ When you have attached the file select “Upload”.

File Name: ★

Comments:

Warning: By clicking “Upload”, your report will be sent to Transfer Pay

Report Back Form List Applet

STEP 8 : Attach Supporting Documents

- ▶ Attach supporting documents in the “Upload Supporting Attachments” section.
 - ▶ Audited financial statements and the Financial Review Certificate if needed
 - ▶ List all incoming directors and officers along with position, phone, email, and address
- ▶ Use the “Add” button to attach your desired file and select the type of attachment
- ▶ Select “Next” when you have added your attachments

Upload Supporting Attachments

Below is a list of all attachments that have been uploaded to support your submission, including the form completed in Step 2. You can upload additional documents by clicking the **New** button (+New). After choosing a file to upload, you'll need to identify the file's **Attachment Type** from the drop down located in the **Attachment Type** cell in the table below.

File Name	Attachment Type	Size (In Bytes)	File Format	Date and Time
Audited Financial Statements	Please Select... ▼	347,765	pdf	12/16/2020 03:28
2020-12-1-1427686109-Annual Information Return-1608150309398	Report Submit	58,977	pdf	12/16/2020 03:25

First Previous Next Last

STEP 9 :

- ▶ Finally, select “Complete Submission”



Submit Report to Ministry

Annual Information Return

Step 4 - Report Successfully Submitted

Congratulations! Your report has been successfully submitted. Provided you've given us a working email address, you will receive a confirmation message shortly. Please be sure to check your Spam/Junk folder as well for this confirmation message.

[Back to Home](#)

Frequently Asked Questions

1. What if I can't submit my return electronically?

- ▶ Contact your designated regional contact. The contact list can be found on the ministry website at: <http://omafra.gov.on.ca/english/rural/returns/index.html>
- ▶ How do I get more assistance?
- ▶ For TPON-related questions, please contact Transfer Payment Ontario Client Care at 1-855-216-3090 or by email at TPONCC@ontario.ca. An agent will be able to help you Monday - Friday 8:30 - 5. If you require further assistance, please send an email to ahoa.admin@ontario.ca or contact the Agricultural Information Contact Centre at 1-877-424-1300.

2. Our society was not able to hold their annual general meeting yet. Can we file our Annual Return?

- ▶ Societies can request an extension to hold their AGM by sending an email to AHOA.admin@ontario.ca explaining why they cannot hold their meeting and a proposed new date (month/year). Societies will be granted an extension by the OMAFRA Director.

Frequently Asked Questions

3. Our society completed the financial review using the previous Auditor's Certificate. Will that be acceptable?

- ▶ Yes. In the future, societies should use the "Financial Review Certificate". You can get a copy from the ministry [website](#) or by sending an email to AHOA.admin@ontario.ca

4. Our banking information has changed. How do we update that information?

- ▶ Electronic Funds Transfer form that is available on our [website](#), or by visiting: <https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/english/directdeposit>
Or call the OSS Contact Centre at 416-212-2345 or toll-free at 1-866-320-1756.

5. Why is my society's TPON status still showing "Pending" even though I requested TPO Service weeks ago?

- ▶ Contact TPON customer care by phone at 1-855-216-3090 or send an email at TPONCC@ontario.ca

Frequently Asked Questions

6. Can you email or mail me the Annual Return form so I can complete it?

- ▶ Please contact your district [Regional Contact Representative](#) for assistance or send an email to AHOA.admin@ontario.ca

7. Why has my society's address information not populated on my Annual Return? What can I do?

- ▶ Check that your contact information is correct in TPON by clicking "View/Update Organization". If it is not correct or blank, please update and try downloading your Annual Return again.

8. Will societies be notified when their annual return has been submitted successfully in TPON (their report back)?

- ▶ Societies will receive a notification by email when they have successfully submitted a report back.

9. Will societies be able to remove/delete their Annual Return and/or supporting documents once they have been uploaded to TPON?

- ▶ Societies will not be able to remove their Annual Return report back or their supporting documents. They can upload another Annual Return and other documents and add a note to that effect.

Thank You For Joining Us

- Finally, check out this video for a detailed walkthrough of the submission process: [TPON - How to Submit for Funding Video \(vimeo.com\)](#).
- Resources and templates on OMAFRA website: <http://omafra.gov.on.ca/english/rural/returns/index.html>
- We are here to help! Contact the Agricultural Information Contact Centre at 1-877-424-1300 or send an email to AHOA.admin@Ontario.ca