

Ministry of Agriculture, Food and Rural Affairs

# **Horticultural Societies: Process for Completing 2023 Annual Return and Grant Application**

November 23, 2023

# Land Acknowledgement



# Virtual Meeting Etiquette

Please ask your questions  
in the chat box.

## **Program Support:**

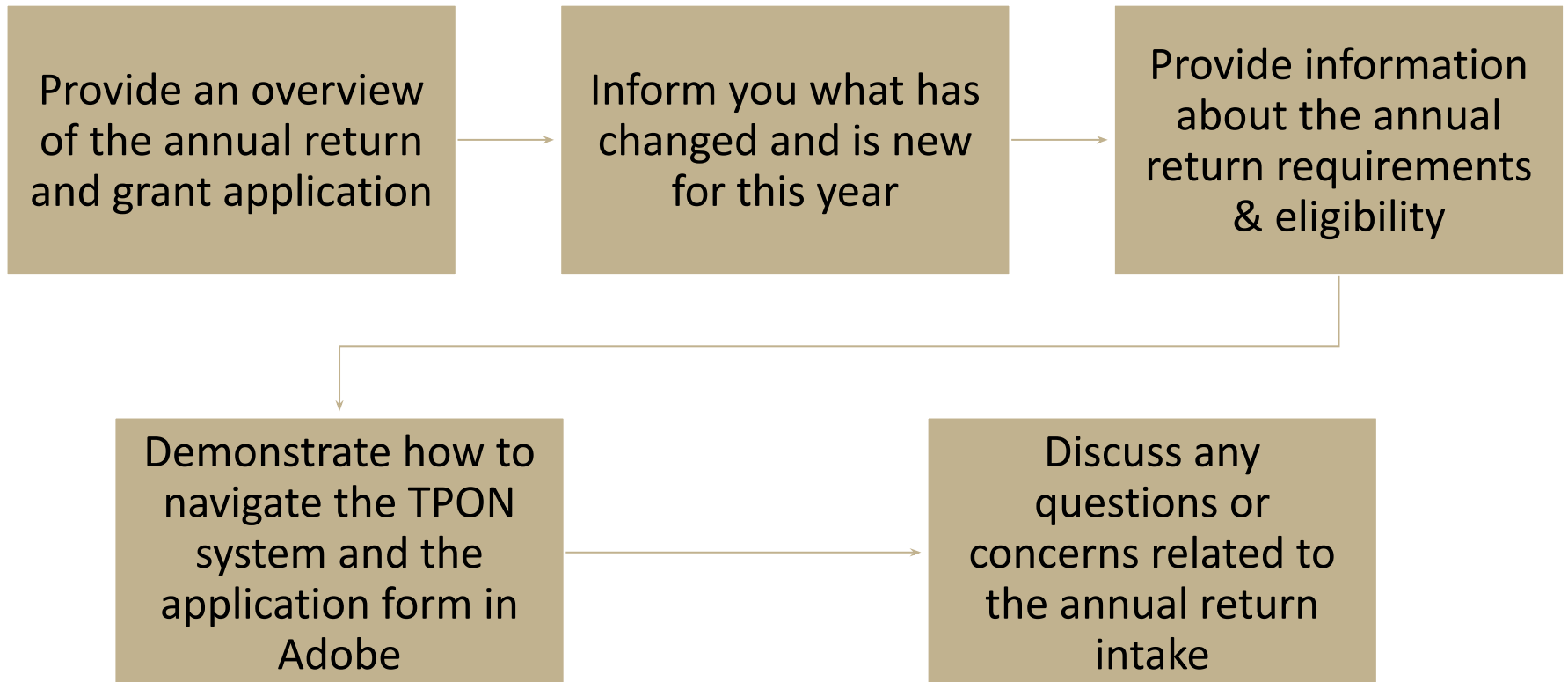
**Email:** [AHOA.admin@ontario.ca](mailto:AHOA.admin@ontario.ca)

**Phone:** 1-877-424-1300

***“We make a living by what we get, but we make a life by what we give” – Winston Churchill***



# Today's Objectives



# **Annual Reporting Requirements**

# Mark Your Calendars!

Deadline

February 1, 2024, by 11:59 PM



# Why Is It Important?

According to the *Agricultural and Horticultural Organizations Act*, organizations must provide the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) with an annual return to:

- maintain their status as a non-profit organization
- remain in good standing with the Ministry
- be eligible to apply for grants

Mandatory, even if you are not applying for grants, to ensure you remain incorporated under the *Agricultural and Horticultural Organizations Act*.

# How To Submit?

- Use Transfer Payment Ontario (TPON) system.



# **Eligibility for Annual Grants**

# Eligibility for Annual Grants

Annual grants are available to any horticultural society which:

- a) carries out the objectives of Horticultural Societies as established under the *Agricultural and Horticultural Organizations Act*.
- b) maintains at least 25 members (15 members if the society is in a territorial district)
- c) have proof of eligible expenditures of horticultural related activities
- d) has submitted an audited financial statement, or financial review certificate and a list of incoming executive officers and directors by 11:59 pm February 1, 2024

# **Annual Grants**

# Annual Grant Eligibility Details

Topic	Details
Grant Criteria	All grants are based on expenditures made by the society in the fiscal year just ending.
Grant Maximum	50% of total eligible expenses incurred and will not exceed maximum grant levels based on number of voting members as outlined below.
Supporting Documentation	<p>Provide expense amounts, description of the expenses and the location of the expense in the financial statements. If it is not visible in the financial statements, provide a separate breakdown of these expenses.</p> <p>Statements of receipts and disbursements should contain sufficient detail to allow a clear and direct comparison with the figures submitted on your Annual Return and Grant Application.</p>

Number of Voting Members (18 years and over)	Maximum Grant Level
200 or more members AND eligible expenses are over \$3,000.00	\$1,500.00
25 - 199 members (15 – 199 members in Northern Ontario) AND eligible expenses are over \$2,000.00	\$1,000.00
24 members or less (14 members or less in Northern Ontario)	Not eligible

# Eligible and Ineligible Activities/Expenses

# Eligible Activities/Expenses

Eligible Activities	Eligible Expenses
<ul style="list-style-type: none"><li>• Meetings on theory and practice of horticulture</li><li>• Promotional activities related to:<ul style="list-style-type: none"><li>• Stimulating interest in horticulture</li><li>• Therapeutic horticulture</li><li>• Horticultural information through media</li><li>• The environment</li></ul></li><li>• Field trips, contests, competitions, and exhibitions related to horticulture.</li><li>• Distribution of seeds, plants, bulbs, flowers, trees, shrubs</li><li>• Planting of trees, shrubs, and flowers</li></ul>	<ul style="list-style-type: none"><li>• Membership fees</li><li>• Insurance</li><li>• Hall rentals for meetings</li><li>• Meeting and office supplies</li><li>• Audio, video rental equipment</li><li>• Event posters, social media, and advertisements</li><li>• Travel and meal expenses related to the objectives of the horticultural societies (must follow ops travel directive guidelines)</li></ul>

# Ineligible Expenses

## Ineligible Expenses

- Food and beverage expenses for meetings or events, such as:
  - Food and refreshments
  - Catering
  - Alcohol or bar expenses
- Printed materials, such as:
  - Yearbooks
  - Garden photobooks
  - Calendars
- Administrative costs, such as:
  - Executive honorariums
  - Website maintenance
  - Travel (fuel/mileage, accommodations)
- Costs associated with entertainment, such as:
  - Parade floats
  - Professional performers (e.g., sculpture artists)
  - Honorariums for speakers and judges
- Commemorative expenses, such as:
  - Wreaths
  - Donations
  - Sympathy arrangements
  - In-memoriam costs
- Recognition awards, such as:
  - Trophies and plaques
  - Scholarships and bursaries
  - Grants
- Bank fees, such as:
  - Reimbursements for bank deposits
  - Cheque fees
  - Refund for income taxes
- Purchasing of capital assets
- Subscriptions (e.g., magazines)

# Step 1: Accessing TPON

## NEW: My Ontario Account

- TPON users must login through a My Ontario Account.
- Use the same email address to create your My Ontario Account so you will have access to your society.

NOTE: Unless you are registering a new society, you must JOIN the organization and not register a new organization in TPON.

Resource: "Creating a My Ontario Account" Guide & Video



Don't have an account? [Create Account](#)

OR

Sign in to My Ontario Account

Email

The email address you registered with

Password

Remember me

Sign In



# Step 2: Navigating TPON



## Transfer Payment Ontario

Manage your funding from the Ontario government

Note: TPON Service Interruptions Date/Times & Plan Accordingly

Resource: A Guide to Transfer Payment Ontario (TPON) & Video

# Adobe Software Requirement

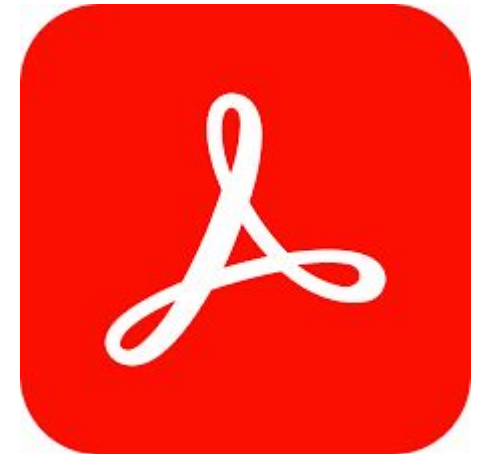
- Form must be completed using Adobe software, such as Adobe Reader or Adobe Pro.
- If you do not have Adobe software on your computer, you can download a free version here: [Adobe Acrobat Reader](#)

To complete the form:

1. Save the form to your computer
2. >>File>>>Save As {give the file a name} ...save.
3. You can work on completing the application at any time.

For more information, please watch the recorded video:

[Agricultural Societies TPON Submission Tutorial - YouTube](#)



# Step 3: Filling Out the Application Form

- Must be completed in Adobe software
- Mandatory Sections:
  - A: Organization Information
  - B: Organization Address Information
  - C: Application Contact Information
  - D: Society Information
  - E: Budget
  - F: Compliance
  - H: Declaration and Signing
    - **\*NEW: Only ONE Signing Authority Required**

Expand Validate

<b>Instructions</b>	<b>A - Organization Information</b>	<b>B - Organization Address Information</b>
<b>C - Application Contact Information</b>	<b>D - Society Information</b>	<b>E - Budget</b>
<b>F - Compliance</b>	<b>H - Declaration and Signing</b>	

# Acceptable Financial Reports

- An Independent Auditor's Report (the highest level of assurance)
  - Auditors' Certification
  - A "notice to reader" report from accountants is **not acceptable**
- A Financial Review Certificate (an acceptable level of assurance)
  - Two financial reviewers confirmed at the annual meeting.
  - They should not be Board or Executive members; not related to one another, and not related to the Treasurer.

**Note: The auditor's report or Financial Review Certificate must be completed (signed and dated) before the AGM.**

# Step 4: Uploading Required Documents

## 1. Executive Officers and Directors

- Attach a list of the incoming Executive Officers and incoming Directors of the society for the year.
  - Complete addresses (including postal codes)
  - Phone numbers
  - Email addresses.

## 2. Annual Financial Statements

Same information that was presented at the society's annual meeting, and must include at least:

- 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

## 3. Report From Auditors Or Financial Review Certificate

# TPON Live Demo: Application Process

## Let's Walk Through It Together

The screenshot shows a web browser displaying the TPON application process. At the top right, there are 'Export' and 'Validate' buttons. Below them is a table of contents with three columns:

Instructions	A. Organisation Information	B. Organisation Address Information
C. Application Contact Information	D. Society Information	E. Foreign
F. Compliance	G. Declaration and Signing	

Below the table, there is a section for 'Instructions' with a note: 'NOTE: This must be completed in TPON and TPON before proceeding. The information must be correct and match the application to provide a good user experience for most information: [click here](#)'.

The main section is 'A. Organisation Information'. It contains a paragraph: 'This section is partially editable and displays Society Name and Municipality from your Transfer Payment Union (TPU) registration. Society # and Location must be entered. The TPON system is a new online will form organisation system for submitting and viewing organisational profile information. All organisations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is correct, all form download forms will include the correct information.'

Below the text are input fields for 'Society Name' (with 'First Not Approved Society' as a placeholder), 'Municipality' (with 'Oshawa, City Of' as a placeholder), and 'City Address #'. A 'Save Profile' button is located at the bottom left of the form area.

On the right side of the browser, there is a sidebar with a search bar and three menu items: 'Dashboard', 'File Upload', and 'More Tools'. At the bottom right of the sidebar, there is a blue button that says 'Get Free Trial'.

# Step 5: Review and Submission



Review



Check



Submit

# Contact Information for Support

## Technical Support

My Ontario Account & TPON Application

TPON Client Care Monday - Friday 8:30 a.m. to 5 p.m

- 416-325-6691 (local) or 1-855-216-3090 (toll free)
- 416-325-3408 (TTY) or 1-800-268-7095 (toll free TTY)
- [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

## Program Support

For questions related to eligibility, expenses and funding please contact:

[AHOA.admin@ontario.ca](mailto:AHOA.admin@ontario.ca)

For general inquiries about submitting your application please contact:  
1-877-424-1300



# Resources

Guide for Completing 2023 Annual Return & Grant Application using Transfer Payment Ontario (TPON)	<ul style="list-style-type: none"><li>• Sent packages via email</li><li>• Copy available in TPON</li></ul>
My Ontario Account	<ul style="list-style-type: none"><li>• <i>Creating a My Ontario Account <u>guide</u> and <u>video</u>.</i></li></ul>
Annual Return Grant	<ul style="list-style-type: none"><li>• A Guide to Transfer Payment Ontario (TPON)</li><li>• <a href="https://www.youtube.com/watch?v=eUpvAEG84Yc">https://www.youtube.com/watch?v=eUpvAEG84Yc</a></li></ul>
Changes to Banking Information	<u>Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer Form</u>
Next Session	January 10, 2024 (Same Content & Topic Coverage)

# FAQ

## **Q1. What is the deadline to file the 2023 Annual Return?**

A1. All societies will have up to February 1, 2024, to file their 2023 annual return.

## **Q2. Our society was not able to hold their annual general meeting yet. Can we file our Annual Return?**

A2. Societies must hold their AGM before filing their Annual Return.

For any exceptional circumstances, contact the Ministry as soon as possible.

### **Q3. Who can I speak to if I need help with registering on TPON?**

A3. For TPON questions, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m., except for statutory holidays, at:

- Tel:416-325-6691
- Toll-free:1-855-216-3090
- TTY:416-325-3408
- Toll-freeTTY:1-800-268-7095
- Email:TPONCC@ontario.ca

**Q4. Our society completed the financial review using the previous Auditor's Certificate. Will that be acceptable?**

A4. Yes, OMAFRA will accept an Auditor's Certificate.

In the future, societies should use the "Financial Review Certificate".

You can get a copy from the ministry website or in TPON.

**Q5. Our banking information has changed. How do we update that information?**

A5. If your banking information has changed, you can update it by completing and submitting the Electronic Funds Transfer form that is linked to the guidelines.

**Q5. My ONeKey ID is not working, and I cannot get access to Transfer Payment Ontario (TPON).**

A5. Effective April 17, 2023, TPON users must login through a My Ontario Account.

If you were registered previously with ONe-key or GO Secure ID, please ensure to use the same email address to create your My Ontario Account so you will have access to your society.

For more information, please refer to Resources section in the guide.

**Q6. When I log into TPON I do not see the “Funding Opportunities” screen.**

A6. To be able to see the “Funding Opportunities” screen, your society must have JOINED the society in TPON. Do not create a new society.

Please refer to the TPON registration guide that was sent to your society or visit our website to find the guide.

If you need assistance, please contact TPON Contact Centre.

**Q7. Why has my society’s address information not populated on my Annual Return?  
What can I do?**

A7. 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.  
If your society is still having issues, then call the TPON Contact Centre.

**Q8. Will societies be notified when their annual return (report back) has been submitted successfully in TPON ?**

A8. Societies will receive a notification by email when they have successfully submitted a report back.

**Q9. Will societies be able to remove/delete their Annual Return and/or supporting documents once they have been uploaded to TPON?**

A9. Societies will not be able to remove their Annual Return report back or their supporting documents.

To resubmit an annual return or supporting attachments, contact the [AHOA.admin@ontario.ca](mailto:AHOA.admin@ontario.ca)

**Q10: I attempted to download the PDF form, but upon opening the file, I encountered the error (screen) mentioned below.**

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acreader>.

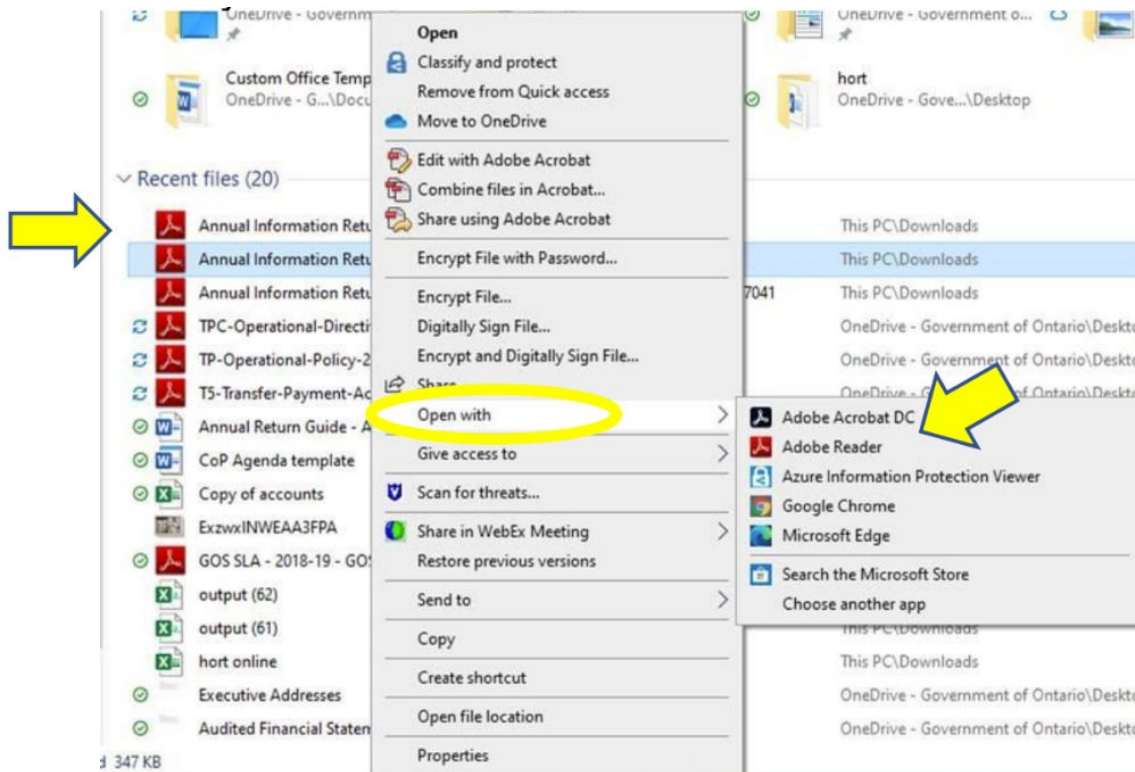
Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

A10. Adobe software is not installed on your device.

- To resolve this issue, download Adobe. Instructions are provided in the TPO Steps Guide.

A10. The form may be opening in your internet browser.

- To resolve this issue, open in file explorer by first “right-clicking” on the file before opening it and using the “open with” command. Then select Adobe. This should allow you to open the pdf form.





**Thank You For Joining Us**

**Questions?**