RELIABLE
Accounting & Tax Services

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FINANCIAL GROUP

CHARITY INFORMATION RETURNS CHECK LIST

TO COMPLETE YOUR YEAR END FILLING THE UNDERMENTIONED DOCUMENTS/RECORDS ARE REQUIRED:

1. BANK STATEMENTS AND CANCELLED CHEQUES FOR THE PERIOD COVERED.
2. CREDIT CARDS STATEMENTS WITH RECEIPTS FOR PERIOD. IF APPILICABLE
3. PAYMENT RECEIPTS AND SUPPLIERS' INVOICES
4. RECEIPTS SCHEDULES / DEPOSIT BOOK (S)
5. DESCRIPTION OF PROGRAMS UNDERTAKEN BY CHARITY
6. PERSONAL DETAILS OF BOARD MEMBERS OR TRUSTEES i.e. last name, First Name, initial, date of birth, street no, and name, city, province, postal code, phone no. Position in charity and whether at arm's length.
7. LIST OF QUALIFIED DONEES, IF APPLICABLE i.e. name, full location, Reg. # address, whether associated charity and annual tax receipts received.
8. PAYROLL INFROMATION (If applicable)- (T4, T4summary)
   Note: ANY HONARRIUMS PAID OVER $500, A (T4A) MUST BE ISSUED
9. FORM PACKAGE RECEIVED FROM CCRA FOR CURRENT YEAR FILING
10. NEW CLIENTS – IT IS ADVIABLE TO BRING YOUR PRIOR YEARS RETURN TO COMPUTE AN ACCURATE DIS BURSEMENT QUOTA FIGURE
11. LETTER FROM CHARITY DIRECTORATE FOR NEW REGISTRANTS.

ANY QUESTIONS KINDLY CALL THE OFFICE AT 416-385-1012