



## CHARITY INFORMATION RETURN CHECKLIST

	DETAILS	Y	N	DETAILS
1	Bank Statement and Cancelled Cheques for the Period			
2	Credit Card Statements with Receipts for period			
3	Payment Receipt and Suppliers' Invoices			
4	Receipt Schedules/Deposit Books			
5	Description of Program Undertaken by the Charity			
6	Personal Details of Board Member or Trustees			
7	List of Qualified Donees			
8	Payroll Information - (T4, T4 Summary)			
9	Form Package Received From CRA			
10	New Clients - Prior Year Returns			
11	Total Received Tithes and Offerings fro the Calendar Year			

Primary Contact Person:

Tel:

Email:

Secondary Contact Person:

Tel:

Email:

OTHER