

CHARITY YEAR END CHECKLIST

- 1. Backup copy of your computerized accounting records. Indicate what software and version you are using and the password if any.**
- 2. Bank statements for the year and the month following.**
- 3. A listing of amounts owing to the charity at the yearend; please identify the accounts which may not be collected or are owing from affiliated organizations.**
- 4. Investment statement showing details of investments and securities traded during the year and a list of investments or securities held at the year end.**
- 5. A list of inventory held at the year end with details on quantity held and unit cost.**
- 6. Copies of all invoices for insurance premiums paid (i.e., office, vehicles, life, etc.) and property tax invoices paid during the year.**
- 7. Invoices for any new furniture, equipment and vehicle purchased during the year. If any equipment leases were started or bought out during the year, please provide details.**
- 8. Details of all loans, mortgages, and finance contracts payable (i.e., balance at year end, interest rate, due date, payment terms, etc.)**
- 9. A listing of accounts payable at the year end. This should indicate what the amounts incurred are for including balances payable to the federal and provincial government for payroll deductions and EHT.**
- 10. Copies of the Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund forms filed for the year.**
- 11. Copies of all correspondence with the Canada Revenue Agency during the year including the prior years' Form T3010B if not previously forwarded to us.**
- 12. If you require us to complete the Form T3010B, the Registered Charity Information Return, we require the following:**
 - ** The home address, date of birth, telephone number and position in the charity for each director, officer, or trustee. In addition, details of transactions during the year with these officials.**
 - ** Donation receipts, donation listing and the donation reconciliation to issued slips and accounting records.**
- 14. Copies of the Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.**
- 15. Letters or documentation relating to any grants received during the year**

- 16. Monthly statements for employee benefits**
- 17. Copies of any legal correspondence.**
- 18. Copies of any amendments to governing documents.**