



## [The Charities File: On Board](#)

Helpful information to circulate to board and volunteers of registered charitable organizations. Find more useful information at: [www.thecharitiesfile.ca](http://www.thecharitiesfile.ca)

### AGENDA GEMS

- **Did you know** that all Directors, not only Treasurers, are liable for the financial administration of a charity? Protect yourself and your charity's status...find out about the [Treasurer's Role](#) by visiting the [Treasurer's Chest](#) and related [Tips](#). Verify your understanding of a director's role at [Agenda Gems: Legal Duties of the Board of Directors](#).
- **Did you know** that your Annual General Meeting agenda should include a motion to approve the charity's annual financial statements **and** the T3010B? Find this and more at [Agenda Gems: Annual Calendar Checklist for Registered Charities!](#)
- **Did you know** that charitable purposes must fall within four main categories? Check out what these are at [Agenda Gems: Charitable Purposes and Activities](#).

### FUNDRAISING NOTES

- **Did you know** that effective June 11, 2009, The Canadian Revenue Agency (CRA) issued a new policy on Fundraising? Visit [The Fundraiser's Receipt Book: NEW policy on Fundraising](#) for a quick explanation and links to the CRA web page.
- **Did you know** that you cannot issue a tax receipt to your golf tournament (or any other event) participants if they are given meals and complimentary items valued at more than \$80 when the entrance fee is \$100. Learn more about donative intent and the "intention to make a gift" threshold by visiting The [Fundraiser's Receipt Book](#) and [General Receipting Decision Tree](#).
- **Did you know** that when an activity or communication is undertaken for the purpose of fundraising, all costs are to be reported as fundraising expenditures? Visit the [Canada Revenue Agency's NEW policy on Fundraising](#), and click on section five.
- **Did you know** that fundraising activity does not further a charitable purpose unless it meets either the "substantially all" test or the "four part" test? Not sure? Visit the [Canada Revenue Agency's NEW policy on Fundraising](#) and click on section eight.
- **Did you know** that all gifts are not equal in the eyes of the Income Tax Act? Find out if the donation

receipts issued by your charity meet the test. Visit [The Fundraiser's Receipt Book: Specific Questions about Receipting](#).

## SHOE BOX ITEMS

- **Did you know** that copies of your key documents should be stored at a second location? Visit our [SHOE BOX](#) for a list of important key items and simple how to's! Great for board members.
- **Did you know** that contracts, invoices, cheques, and other information must be kept for seven years in order to comply with CRA regulations? Visit the organizational [Shoe Box Check List](#) for document 'retention' information.

## SOMETHING TO THINK ABOUT

**Canada Revenue Agency (CRA)** audited 790 charities in 2007/2008 and 89% were found to have incomplete or incorrect official receipts! See more amazing facts at the [Treasurer's Chest: Charity Revocation 2007 Statistics](#). Compare your charity's tax receipting practices to those described in [The Fundraiser's Receipt Book](#) and [General Receipting Decision Tree](#) to protect the reputation of your charity and its federally registered status.

## WANT TO SHARE GREAT RESOURCES WITH YOUR BOARD?

**Order a free CD of resources at:** [The Charities File: On Board](#)

(while supplies last)



[www.thecharitiesfile.ca](http://www.thecharitiesfile.ca)

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The Charities File On Board is a project of The Centre for Voluntary Sector Research and Development, Carleton University [www.cvsrd.org](http://www.cvsrd.org) in association with Community Services Council Newfoundland and Labrador [Envision](http://www.envision.ca) Calgary Chamber of Voluntary Organizations <http://www.calgarycvo.org/> & Voluntary Organizations Consortium of BC <http://www.volunteerbc.bc.ca/vocbc>