

Agenda Gems: Annual Calendar Checklist for Registered Charities

Each year registered charitable organizations should ensure they include the following activities on the Annual Calendar to meet their obligations and maintain their charitable status. At the start of each fiscal year set dates for and distribute them to everyone for the following:

A. Board and Organizational Meetings

- Monthly Board meetings
- Annual Board Orientation meeting/New and Returning Members
- Annual Board Strategic Planning Sessions (book facilitator/planner early)
- Annual General Meeting (AGM)
 - Meeting/Agenda, notice of meeting, past minutes to be distributed to all members 30 days in advance
 - Agenda must include a motion to approve past years minutes; a motion to appoint auditors/reviewers at AGM; a motion to approve the annual financial statements; a motion to confirm that T3010B has been filed
- Organization's Annual Report written and distributed

B. Financial Reporting

- Annual audit/financial review to take place
- Timeline for preparation of annual audit, including appropriate approval processes by Board
- Annual amount of donations receipted calculated
- All preparation in place for completion of organization's T3010B to CRA
- Regular reporting updates at Board meetings
- Annual Financial Report at Annual General Meeting

C. Known Special Events

- Dates related to the preparation, implementation and participation in profile events with which Board members are expected to be involved.