

Stay on top of your charity's books and records



Proper books and records make it easier for you to complete your charity's annual information return and demonstrate to the Canada Revenue Agency (CRA) that your charity is using its resources for charitable purposes.

Examples of records



Organizational

- Governing document
- By-laws
- Meeting minutes



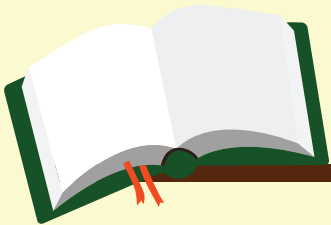
Financial

- Financial statements
- Copies of donation receipts
- Payroll records



Source documents

- Emails
- Written agreements
- Contracts and invoices



Storage tips



Store at a Canadian address on file with the CRA.

Keep backup copies in a separate place, preferably off-site.

Use a readable format for electronic records such as PDF, Excel, or Word.

Any electronic records must be easily accessible from Canada.



Note: Even if you hire a professional to keep your books and records, your charity is responsible for their completeness, accuracy and accessibility.



Retention of documents

Period

2 years

Types of documents

- Copies of donation receipts

6 years or 2 years after revocation

- Transaction reports
- Source documents
- Copies of T3010s
- Financial statements
- Summary of year-to-year transactions

Life of the charity and 2 years after revocation

- Governing documents
- By-laws
- Meeting minutes
- Records for 10 year gifts



To learn more about books and records, go to canada.ca/charities-giving



Canada Revenue Agency

Agence du revenu du Canada

Canada