

Appendix D – Checklist for registered organizations regarding ineligible individuals

In this appendix, we use the term registered organization for ease of reading. Registered organization means registered charities (charitable organizations, public foundations and private foundations) and registered Canadian amateur athletic associations.

The following checklist is meant to help registered organizations focus on areas that might expose their beneficiaries or assets to risk.

Note

Not all items on this checklist represent requirements for registration under the *Income Tax Act*.

- You have a good understanding of the background and affiliations of board members, employees, fundraisers, and volunteers.
- Policies and procedures are in place to protect vulnerable people such as children, the elderly, and persons with disabilities.
- There are appropriate, sound, internal financial and other oversight and verification controls (for example, appropriate delegations and separations of authority over the collection, handling, and depositing of cash and the issuing of receipts).
- Board members, staff, and volunteers know when, how, and to whom to report wrongdoing—policies and procedures are in place to address wrongdoing.
- Money is transferred using normal banking mechanisms, wherever possible. When this is not possible, reputable alternative systems are used. There are strong additional controls and audit trails to protect resources and to show how and when the controls and trails were used.
- There are clear written agreements with agents/contractors/other partners, in Canada and abroad, covering the activities that will be undertaken and how they

will be monitored and accounted for. The organization checks that the agreements are being followed.

- There is clear knowledge of who has ultimate control over the projects that the organization's money and resources are benefiting. There are accurate books and records for all activities.

There are many other sources of information to help you protect beneficiaries and assets. If you are concerned about a registered organization, or an applicant for registration, you can [email the Compliance Division](#) of the CRA Charities Directorate. Your identity will be kept confidential.

<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/cg-024-eng.html>

Date modified: 2014-08-26