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T3010 Registered Charity Information Return Preparation Checklist

	Initials	Date
Prepared by:		
Reviewed by:		

Registered Charity Name:		
Year-Ended:	**Business No.:**	
Contact Person:		
Office Tel:	**Office Fax:**	
Cellular:	**Home Tel:**	
Email:		
Mailing Address:		

Information Required	**Yes**	**No**	**Comments**
1. Financial statements (balance sheet & income statement) and trial balance			
2. Barcode label sheet from CRA			
3. Capital additions/disposals listings			
4. Payroll account statements/T4 summary			
5. Last name, first name, and initial for each director/trustee and like official, home address (including street number, street name, city, province or territory and postal code), position in the charity, whether or not they were a director/trustee at the end of the fiscal period, telephone number, whether or not they are at arm's length from all other members of the charity's Board of Directors/Trustees and their date of birth.			
6. Describe how the chartiy carried out its charitable purposes for the fiscal year			
7. Previous year T3010 Registered Charity Information Return			
8. If charity make gifts to qualified donees, provide a list with the name of each qualified donee and its location, BN/Registration number, the total amount of gift for the fiscal period, the amount, if any, of specified gifts, and whether it is an associated charity			
9. What was the total expenditure on compensation for part-time or part-year employees in the fiscal year			
10. On average, how many permanent, full-time, compensated position did the charity have in the fiscal year			
11. On average, how many part-time or part-year employees did the charity have in the fiscal year			
12. Did the charity compensated any of its directors/trustees or like officials during the fiscal year			
13. Total eligible amount of tax-receipted gifts (separate the regular tax-receipted gifts and the tax-receipted gifts for the approved accumlated fund)			
14. Total amount received from other registered charities			
15. What were the total expenditures on programs OUTSIDE Canada during the fiscal period, excluding gifts to qualified donees			
16. Did the Charity has written permission to accumulate property			
17. If the charity has written permission to accumulate property, please provide the amount accumulated for the fiscal period (include income earned for the fiscal period on previously accumulated funds, the amount disbursed for the fiscal period for the specified purpose CRA have granted permission for, and the amount deemed to be tax-receipted gift for the fiscal period			
18. Of the tax-receipted gifts received by the charity for the fiscal period, please provide the amount of non-cash gifts(gifts in kind), tuition fees, and enduring property			
19. Any capital gains from the disposition of enduring property in the fiscal period			