

Treasurer Onboarding Checklist

Alberta Nonprofit Governance / New Treasurer Transition Guide

Start Date: **Incoming Treasurer:**

This onboarding checklist guides newly appointed treasurers of Alberta nonprofit organizations through the key steps required to assume the role effectively. Complete all items within your first 30-90 days, working closely with the outgoing treasurer, board chair, and your accounting advisor.

Phase 1 — First Week: Access & Introductions (Days 1–7)

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Meet with outgoing treasurer for a formal handover briefing

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Obtain login credentials or access to all financial software (e.g., QuickBooks, Xero, Wave)

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Confirm bank account signing authority — submit new signing authority form to

financial institution



Obtain copies of: most recent financial statements, budget, and annual report



Review current bank account list and balances



Receive contact list: bookkeeper, accountant/Guardian Accounting advisor, CRA contact, payroll provider



Confirm access to CRA My Business Account (request authorization update if needed)

Notes:

Phase 2 — First Month: Review & Understand (Days 8–30)



Review the organization's bylaws — note financial signing limits, quorum requirements, and treasurer duties

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Review last 12 months of bank statements and reconciliations

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Review the most recently filed T3010 or T2 return (confirm filing was received by CRA)

☐

Confirm status of current fiscal year: Are all remittances up to date? Any outstanding CRA correspondence?

☐

Review approved budget for current fiscal year

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Understand payroll schedule and current employee/contractor arrangements

☐

Confirm insurance coverage: D&O liability, general liability, property

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Attend first board meeting in treasurer role — present brief financial update

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Obtain Alberta Corporate Registry access or confirm current annual return status

Notes:

Phase 3 — First 90 Days: Governance Integration (Days 31–90)



Review and sign conflict of interest declaration



Confirm board resolution formally appoints you as treasurer (on record in minutes)



Develop or review month-end financial reporting template for board use



Review investment policy statement (if applicable)



Review expense reimbursement and disbursement approval process



Set calendar reminders for key filing deadlines (Annual Return, T3010/T2, T4s, HST)



Schedule quarterly check-in with Guardian Accounting advisor



Review prior-year Notice of Assessment or CRA acknowledgments



Confirm organization's HST/GST registration status and rebate eligibility (Alberta

nonprofits: 50% PSB rebate on federal GST portion)



Identify and document any outstanding issues requiring board attention

Notes:

Federal Filings — Key Deadlines to Know

Filing	Due Date	Notes
T3010 – Registered Charity Return	Within 6 months of fiscal year-end	Required for registered charities; late filing risks charitable status revocation
T2 – Corporation Income Tax	Within 6 months of fiscal year-end	For incorporated nonprofits that are not registered charities
T4/T4A Slips	February 28	For employees and contractors paid in prior calendar year
T5 Slips	February 28	For investment income distributions, if applicable
HST/GST Return	Per assigned filing period	Confirm quarterly or annual filing frequency; claim PSB rebate
Payroll Remittances	Per CRA payroll schedule	Monthly or quarterly; penalties apply for late remittance
Alberta Annual Return	Within 6 months of fiscal year-end	Filed with Alberta Corporate Registry under the Societies Act

Treasurer Role Summary

Core ongoing duties of the Treasurer:

- Maintain accurate and up-to-date financial records
- Prepare and present monthly financial reports to the board
- Oversee budget development and monitoring
- Ensure all statutory filings are completed on time
- Safeguard organizational assets through sound internal controls
- Liaise with external accountant/auditor as required
- Act as signing authority for financial transactions within board-approved limits
- Report any financial irregularities immediately to the board chair

Useful Contacts & Resources

Resource	Contact / Link	Notes
CRA Charities Directorate	1-800-267-2384	T3010 and charitable status inquiries
CRA My Business Account	canada.ca/my-cra-business-account	Online filing and account management
Alberta Corporate Registry	1-877-427-4088	Annual return and society filings

Resource	Contact / Link	Notes
Guardian Accounting Advisor	[Advisor Name & Contact]	Your primary compliance resource
Service Alberta	servicealberta.ca	Societies Act guidance and registry services

"I confirm that I have reviewed and completed the items in this onboarding checklist to the best of my ability."

Incoming Treasurer Signature

Date:

Board Chair Acknowledgment

Date:

Guardian Accounting Advisor Review

Date:

This checklist is provided as a governance resource by Guardian Accounting. It does not constitute legal or professional advice. Consult a qualified accountant or lawyer for matters specific to your organization.