

## Nonprofit Governance Self-Check Checklist

A quick 10–15 minute review for Alberta nonprofit boards

---

### 1. Corporate Registry Status

Question	Yes	No
We know our Corporate Access Number (CAN)	<input type="checkbox"/>	<input type="checkbox"/>
We know the last year our Annual Return was <b>filed</b>	<input type="checkbox"/>	<input type="checkbox"/>
Our Annual Returns are up to date	<input type="checkbox"/>	<input type="checkbox"/>
Our registered <b>office</b> address is current	<input type="checkbox"/>	<input type="checkbox"/>
Our director list is current with Corporate Registry	<input type="checkbox"/>	<input type="checkbox"/>

---

### 2. Board Continuity & Roles

Question	Yes	No
We have a current list of directors	<input type="checkbox"/>	<input type="checkbox"/>
We have <b>clear signing authorities</b> documented	<input type="checkbox"/>	<input type="checkbox"/>
New directors receive basic onboarding	<input type="checkbox"/>	<input type="checkbox"/>
Board decisions are documented in minutes	<input type="checkbox"/>	<input type="checkbox"/>
We know who is responsible for Annual Return <b>filings</b>	<input type="checkbox"/>	<input type="checkbox"/>

---

### 3. Records & Documentation

Question	Yes	No
Our bylaws are accessible and up to date	<input type="checkbox"/>	<input type="checkbox"/>
We have AGM and board minutes stored in one place	<input type="checkbox"/>	<input type="checkbox"/>
We maintain membership records (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
We have a governance binder or digital folder	<input type="checkbox"/>	<input type="checkbox"/>

---

### 4. Risk & Continuity

Question	Yes	No
We have current insurance documentation	<input type="checkbox"/>	<input type="checkbox"/>
We have access to banking (online and in-branch)	<input type="checkbox"/>	<input type="checkbox"/>
We have access to email and digital accounts	<input type="checkbox"/>	<input type="checkbox"/>
We know where our key documents are stored	<input type="checkbox"/>	<input type="checkbox"/>

## 5. If You Answered “No” to Any Item

This is normal for volunteer-run nonprofits. Here are simple next steps:

- Review your Corporate Registry status
- Update your director list and registered office
- Centralize your bylaws, minutes, and key documents
- Assign one board role to handle Annual Returns
- Confirm signing authorities with your bank
- Create a basic onboarding checklist for new directors

If you're unsure where to start, Guardian Accounting can help you identify the simplest first steps.

---

### **About Guardian Accounting**

Guardian Accounting provides clear, accessible governance and compliance support for Alberta nonprofits, with a focus on volunteer-run and legacy organizations. Our goal is to strengthen continuity, reduce administrative stress, and help boards stay confident in their responsibilities.

[guardianaccounting.ca](http://guardianaccounting.ca)