

Treasurer Self-Check Checklist

Alberta Nonprofit Governance / Annual & Ongoing Review

Review Date:

Reviewed By:

This checklist is designed for nonprofit treasurers operating in Alberta to confirm that all governance, financial, and compliance obligations are current. Complete this checklist annually or when transitioning treasurer responsibilities. Each item should be reviewed carefully and verified against current organizational records and filings before signing off.

Section 1 - Corporate Registry Status (Alberta)

- ☐ Annual Return filed with Alberta Corporate Registry (due within 6 months of fiscal year-end)
- ☐ Society name and registered address confirmed as current on registry
- ☐ Directors list on file matches current board composition
- ☐ Certificate of Incorporation or Continuance on file and accessible
- ☐ Any name change, bylaw amendment, or address change filed as required
- ☐ Society Act compliance confirmed (*Alberta Societies Act, RSA 2000, c. S-14*)

Notes:

Section 2 - Board Continuity & Roles

- ☐ Current board composition documented with names, roles, and terms
- ☐ Signing authority resolutions are current and match bank records
- ☐ Board meeting minutes are recorded and approved for the past 12 months
- ☐ AGM held within required timeframe per bylaws
- ☐ Treasurer role formally acknowledged by board resolution
- ☐ Succession plan or backup signing authority in place
- ☐ Board contact list distributed to all directors

Notes:

Section 3 - Records & Documentation

- ☐ Financial statements prepared for current fiscal year
- ☐ Bank reconciliations completed monthly and reviewed
- ☐ Receipts and expense documentation organized and retained (7-year minimum)
- ☐ Donation receipts (if applicable) tracked and issued within CRA requirements
- ☐ Budget approved by board for current fiscal year
- ☐ Investment policy statement on file (if investments held)
- ☐ Insurance certificates reviewed and current

Notes:

Section 4 - Federal Filings (CRA)

- ☐ T3010 Registered Charity Information Return filed on time (within 6 months of fiscal year-end) — *if registered charity*
- ☐ Charitable status is active and confirmed on CRA's publicly listed charities database
- ☐ T2 Corporation Income Tax Return filed if applicable (non-profit organizations that are not registered charities)
- ☐ T4/T4A slips issued for all employees and contractors by February 28
- ☐ T5 slips issued for any investment income paid, if applicable
- ☐ HST/GST return filed if organization is registered for HST (confirm rebate eligibility — Alberta nonprofits may claim the 50% PSB rebate on federal portion)
- ☐ Payroll remittances made on time throughout the year
- ☐ Notice of Assessment or CRA confirmation of filing received and filed
- ☐ CRA My Business Account access confirmed for authorized representatives

Notes:

Section 5 - Risk & Continuity

- ☐ Risk register reviewed and updated
- ☐ Key financial passwords and account access documented in a secure location
- ☐ Backup copies of financial records stored offsite or in cloud
- ☐ Directors & Officers (D&O) liability insurance in place
- ☐ Conflict of interest declarations completed by all board members annually
- ☐ Financial controls reviewed (signing limits, dual authorization for disbursements)

[] Emergency contact list for financial institutions on file

Notes:

Section 6 - Treasurer Self-Assessment

Use the space below to reflect on your current responsibilities. These responses are for your own review and board discussion purposes.

- 1. What financial risks are you most concerned about this year?**
- 2. Are there any outstanding issues with CRA or the Alberta Corporate Registry?**
- 3. Are there any gaps in board financial literacy that need to be addressed?**
- 4. What resources or support would help you fulfill this role more effectively?**

Sign-Off

Treasurer Signature

Date

Board Chair Acknowledgment

Date

Note:

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.