

# Compliance Checklist

## Annual Compliance Checklist for Alberta Nonprofits

Prepared by Guardian Accounting  
*Supporting governance clarity for Alberta nonprofits*

### 1. Annual Returns

- File with Corporate Registry every year
- Update directors' information
- Confirm registered office address

### 2. Financial Requirements

- Prepare annual financial statements
- Ensure statements meet bylaw requirements
- Present to membership at AGM

### 3. AGM Requirements

- Hold AGM within required timeframe
- Provide proper notice to members
- Record minutes and store securely

### 4. Board Governance

- Maintain an up-to-date list of directors
- Document board decisions
- Ensure onboarding for new directors

### 5. Records & Documentation

- Keep bylaws accessible and current
- Store minutes, resolutions, and financials
- Maintain membership records

## 6. Risk & Continuity

- Review insurance annually
- Confirm signing authorities
- Ensure digital access continuity (email, banking, documents)

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### 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**