

The Organizational Shoe Box Check List

Ensure your organization has easy access to the following documents. While your organization may not have all of these documents; the checklist can be useful as a guideline for items that may be developed in the future.

This checklist should also aid a charity in finding background documents required when writing grants or fundraising proposals (e.g. add/copy attachments to your proposal); filling out the T3010B annually; preparing for an Annual General Meeting; undergoing an charity's annual audit or financial review; or orienting a new staff or board member to a charity (particularly an Officer of the Board or new Office Administrator)

Once an Organizational "Shoe Box" has been established, make an additional back up copy of at least the key elements of it (pdf's; cds; photocopies; computer travel drives), and store it in a second location. Another tip is to have an annual plan for the transference of all information in the event of a change of personnel.

AN ORGANIZATIONAL SHOE BOX SHOULD INCLUDE:

Historical Documentation - connected to the incorporation of the charity and key governing documents.

- ☐ Registered Society Certificate of Incorporation
- ☐ Revenue Canada letter with Charitable Registration number
- ☐ Constitution and Bylaw's (including amendments/change of name registration, if applicable)
- ☐ Organizational Snapshot and History
- ☐ Mission, Vision, Values statements

Current Documentation – operational documents related to initiatives within the last seven years.

- ☐ Key Charitable programs (current and past) descriptions with funding contacts
- ☐ Copies of any legal agreements or memorandums of understanding
- ☐ List of Board of Directors-current/ contact information/past 7 years Directors lists
- ☐ List of Staff / contact information
- ☐ Minutes of Board Meetings (past 5 years)
- ☐ Minutes of Annual General Meetings (past 7 years)
- ☐ Organizational Annual or Strategic Plans (past 5 years)

Financial Documents – financial records related to the last seven years.

- ☐ Annual Financial Statements (audited or reviewed) – past 7 years
- ☐ Copy of T3010A/B - past 7 years
- ☐ Annual CRA letters regarding Disbursement Quota, coming years.
- ☐ Basic Information Sheet, past year's working copy
- ☐ Copies of Charitable receipts (numbered) for the past 2 years
- ☐ List of key grants/funders/restrictions for restricted donations along with grantors' contact info
- ☐ List of qualified donees past and present, including amounts and contact information
- ☐ Rental lease/Mortgage agreement
- ☐ List of key bills paid/suppliers with contact and account information
- ☐ Banking information with contact information, account rules/cheque signers

Operational Documents – day to day operation documents – more focused on staff roles and responsibilities

- ☐ Organizational Board Governance Manual
- ☐ Organizational Policy and Procedures Manual
- ☐ Administration Manual
- ☐ Computer passwords, software discs/keys, equipment warranties
- ☐ Notes on how to access data base, find donor addresses
- ☐ Archival newsletters, annual reports, event reports and/or publicity