

# Appendix A

## References

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### Key Sources

#### Canada Revenue Agency, Charities Directorate

[www.cra-arc.gc.ca/chrts-gvng/chrts/menu-eng.html](http://www.cra-arc.gc.ca/chrts-gvng/chrts/menu-eng.html)

##### CRA Publications:

*Guide – GST/HST Information for Charities* (2008)

[www.cra-arc.gc.ca/E/pub/gp/rc4082](http://www.cra-arc.gc.ca/E/pub/gp/rc4082)

*Employers' Guide – Filing the T4 Slip and Summary* (2009)

[www.cra-arc.gc.ca/E/pub/tg/rc4120](http://www.cra-arc.gc.ca/E/pub/tg/rc4120)

#### Charity Central

[www.charitycentral.ca](http://www.charitycentral.ca)

Includes detailed FAQs on **Receipting** (The basics; Determining the eligible amount on official donation receipts; Receipts for specific gifts; Enduring property; Disbursement quota); **Books and Records** (The basics; Format and copies; Location and retention; Adequate books and records; Related issues); **Fundraising** (Fundraising Activities; Illegal and Prohibited Activities; Cost of Fundraising; Personal Information and Privacy; Fundraising in Alberta); and **Registered Charities** (general information).

#### Charity Law Information Program (CLIP)

[www.capacitybuilders.ca/clip](http://www.capacitybuilders.ca/clip)

Includes materials from workshops on many topics pertaining to maintaining charitable status, particularly in the area of foreign activities

#### The Charities File: On Board

<http://thecharitiesfile.ca>

Includes FAQs about the T3010 form and “Best Practices for Maintaining your Charitable Status” training modules and workbook

#### Imagine Canada, Charity Tax Tools

<http://charitytax.imaginecanada.ca>

Includes online resources regarding receipting, maintaining books and records, and improving financial reporting



## Legal Information Society of Nova Scotia

[www.legalinfo.org](http://www.legalinfo.org)

Includes annotated T3010B form

## Board Development Program materials (Government of Alberta)

**Information Bulletins** on 16 topics including:

- *Understanding Financial Statements*
- *Financial Responsibilities of Not-For-Profit Boards*
- *Roles and Responsibilities for Not-For-Profit Boards*
- *The Board's Role in Fund Development*
- *Meetings that Work*

How to access: download for free from website at <http://culture.alberta.ca/bdp/bulletins.aspx> or receive a free hard copy set of these information bulletins by phoning the Board Development Program at 780-427-2001 or emailing to [bdp@gov.ab.ca](mailto:bdp@gov.ab.ca)

The **Workbook Series**, produced in co-operation with The Muttart Foundation, which includes five titles:

- *Developing Job Descriptions for Board Members of Nonprofit Organizations*
- *Drafting and Revising Bylaws*
- *BOARD BUILDING: Recruiting and Developing Effective Board Members for Not-for-Profit Organizations*
- *Hiring and Performance Appraisal of the Executive Director*
- *Financial Responsibilities of Not-for-Profit Boards*

How to access: download for free from website at <http://culture.alberta.ca/bdp/workbooks.aspx> or order printed copies for a nominal charge online through [Resource Center for Voluntary Organizations \(www.rcvo.org/\)](http://www.rcvo.org/) or [Volunteer Calgary \(www.volunteercalgary.ab.ca/\)](http://www.volunteercalgary.ab.ca/)

## Publications

*The Audit Process: A Two Way Street* (In press). Betty Thompson. Lo Porter Hetu.

*Basic Guide to Non-Profit Financial Management*. Carter McNamara. Authenticity Consulting.  
[www.managementhelp.org/finance/np\\_fnce/np\\_fnce.htm](http://www.managementhelp.org/finance/np_fnce/np_fnce.htm)

*Building an Effective Policy and Procedure Manual: Whitepaper* (2006). Colin Braithwaite. First Reference Inc.

Available for purchase; see: [www.firstreference.com/purchase\\_guides.asp](http://www.firstreference.com/purchase_guides.asp)

*Bylaws and Policies*. Institute on Governance.

<http://iog.ca/boardgovernance/html/byl.html>



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*Core Operations: Conflict and Complaint Resolution* (2007). Dalhousie University Non-Profit Sector Leadership Program.

[http://collegeofcontinuinged.dal.ca/Files/NP\\_Conflict\\_Resolution\\_Policy.pdf](http://collegeofcontinuinged.dal.ca/Files/NP_Conflict_Resolution_Policy.pdf)

*Creating a Non-profit Organization*. Volunteer Manitoba.

[www.volunteermanitoba.ca/newsite/CreatingANonProfitOrg\\_LowRes.pdf](http://www.volunteermanitoba.ca/newsite/CreatingANonProfitOrg_LowRes.pdf)

*Creating an Orientation Manual for Volunteers: A Template for Non-Profit Organizations*. (February 2008). Volunteer Centre of Camrose and District.

[www.whyvolunteer.ca/links\\_resources/](http://www.whyvolunteer.ca/links_resources/)

*Developing a Policy and Procedures Manual* (June 2008). Fern Richardson & Stacey Tames. Alberta Agriculture and Rural Development.

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/rsv9182](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/rsv9182)

*Developing Policies and Procedures for Volunteer Organizations: Factsheet* (December 2008). Denise Edwards. Ontario Ministry of Agriculture, Foods and Rural Affairs

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*Employee, Volunteer and Student Orientation and Human Resources Policy and Procedure Manual* (February 2006). Volunteer Calgary.

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*Fundamentals of Effective Board Involvement* (2005). Sherry Ferronato. Mentoring Canada (Big Brothers Big Sisters of Canada).

[www.mentoringcanada.ca/training/Boards](http://www.mentoringcanada.ca/training/Boards)

*A Guide to Bookkeeping for Non-Profit Organizations* (February 1991). Laurinda Lang.

[www.omafra.gov.on.ca/english/rural/facts/88-010.htm](http://www.omafra.gov.on.ca/english/rural/facts/88-010.htm)

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[http://collegeofcontinuinged.dal.ca/Files/NP\\_Role\\_of\\_Board08.pdf](http://collegeofcontinuinged.dal.ca/Files/NP_Role_of_Board08.pdf)

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*Legal Risk Management Checklist for Non-for-Profit Organizations* (October 2009). Terrance S. Carter and Jacqueline M. Demczur. Carters Professional Corporation.

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[www.communitylegal.mb.ca](http://www.communitylegal.mb.ca)

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[www.omafra.gov.on.ca/english/rural/facts/96-037.htm](http://www.omafra.gov.on.ca/english/rural/facts/96-037.htm)

## Other Notable Websites for Small and Rural Charities:

### Canadian

Charity Village

[www.charityvillage.com](http://www.charityvillage.com)

Contains comprehensive information for the Canadian non-profit sector, including news, trends, articles, and links to useful resources, learning opportunities, jobs, suppliers and more.

### HR Council for the Voluntary and Non-profit Sector

[www.hrcouncil.ca](http://www.hrcouncil.ca)

Source of information, tools and research related to human resources in Canada's non-profit sector

### Imagine Canada

[www.imaginecanada.ca](http://www.imaginecanada.ca)

For the charity and non-profit sector: Delivers research about the sector; shapes public policy; encourages businesses, government and individuals to collaborate and engage with the sector; and delivers tools, resources and networking opportunities directly to nonprofits and charities to build and strengthen the sector.

### Nonprofit Library Commons

[www.nonprofitscan.ca](http://www.nonprofitscan.ca)

An initiative of Imagine Canada, the online database features resources created by and produced for the Canadian charitable and nonprofit sector.

### Volunteer Alberta

[www.volunteeralberta.ab.ca](http://www.volunteeralberta.ab.ca)

Encourages the establishment of Volunteer Centres in Alberta's communities to serve volunteer engaging organizations in a broad range of sectors, including: health, recreation, arts, sports, faith, community development, and social services; provides services that help our members meet the many challenges confronting them



## Volunteer Canada

[www.volunteer.ca](http://www.volunteer.ca)

Provides resources aimed at supporting volunteerism and civic participation in Canada, such as standards for volunteer screening and management, information on trends in the voluntary sector, and links to local volunteer centres.

## American

### BoardSource

[www.boardsource.org](http://www.boardsource.org)

Contains resources aimed at strengthening nonprofit boards of directors

### The Management Assistance Program for Nonprofits, Free Toolkit for Boards

[www.mapnp.org/library/boards/boards.htm](http://www.mapnp.org/library/boards/boards.htm)

Contains numerous articles on a wide range of nonprofit board topics, such as board roles and responsibilities, staffing the board, evaluating the board, and ensuring successful committees and meetings

### Minnesota Council of Nonprofits

[www.mncn.org/pnp\\_index.htm](http://www.mncn.org/pnp_index.htm)

Provides standards of excellence for nonprofit organizations, as well as other nonprofit management resources

## Federal Government Information

### Industry Canada

Corporations Canada

[www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/home](http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/home)

## Manitoba Government Information

### Manitoba Companies Office

<http://companiesoffice.gov.mb.ca/>

## Legislation

*Manitoba Corporations Act*

<http://web2.gov.mb.ca/laws/statutes/ccsm/c225e.php> and

[http://web2.gov.mb.ca/laws/statutes/ccsm/c225\\_2e.php](http://web2.gov.mb.ca/laws/statutes/ccsm/c225_2e.php)

*Canada Corporations Act*

<http://laws.justice.gc.ca/en/C-1.8/index.html>

