

# Schools Without Borders

## Charitable Status at a Glance

Securing and maintaining charitable status is a resource intensive process. Managing of charitable requirements call for both financial resources and expertise that can be difficult to maintain, especially as an organization in its early stages.

### Legal Requirements

- Organizational audit
- Insurance (both directors and officers and general liability insurance)
- Maintaining a board of directors (at least three, not including the ED)
- Filing annual charity information returns
- Remaining committed to your registered charitable objectives
- Committing to a set of policies that govern the actions of your organization

### Financial Logistics and Required Resources

- Accounting and Financial Practices
  - o The annual audit costs anywhere from \$2000 - \$10000.
  - o Bookkeeping expenses for a year can cost anywhere from \$1000 - \$3000/year. You can learn it yourself, but the job requires specific skills and diligence.
  - o The tighter your financial systems are, the cheaper it is to have these services provided.
- Insurance
  - o General Liability Insurance can cost anywhere from \$2000 - \$5000/year depending on the nature and range of your programming
  - o Directors and Officers Insurance usually costs \$1000+/year

### Human Resources

Maintaining charitable status and generally accepted financial and accounting principles require a certain amount of human resources.

- It is necessary to have staff that can maintain organizational systems throughout your operations, to have a system that is easy to interface with as an average person. SWB will provide financial forms and procedures upon request.

### Resources and Templates Available from SWB

**Financial Accountability and Paper Trail:** Organizational Budget, Chart of Accounts, Deposit Forms, Invoices, Check Requests, and Expense Requisitions

**Legal Responsibility:** Waivers, Health Forms, and Example Policies

**Mandate, Vision and Charitable Objects:** Organizational Visioning, Strategic Planning, Communication Points, Objects of Incorporation

### Links

**Canadian Revenue Agency:** <http://www.cra-arc.gc.ca/charities/> or 1 (800) 267-2384

**Register today?** <http://www.cra-arc.gc.ca/E/pbg/tf/t2050/README.html>

**How the demographic of Youth relates to CRA practices?**

<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cps/cps-015-eng.html>

**Alternative Resources:** <http://www.charityguide.ca/> or

<http://www.envision.ca/templates/resources.asp?ID=81>