
NAVIGATING A CRA AUDIT

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A. AUDIT DOCUMENT LIST

1. Copies of T3010s, as filed with attachments (three most recent)
2. Financial statements (three most recent)
3. Books and records (general ledger, cash receipt/disbursement journals, working papers)
4. Listing of bank accounts with all statements, cancelled cheques and deposit books
5. Listing of all cash donation receipts including the receipt number, name of donor, and amount reconciled to the financial statements and bank deposits
6. Listing of all gift-in-kind donation receipts including the receipt number, name of donor, description, FMV of property, eligible amount. For gifts which were appraised (over \$1,000), name and address of appraiser, who/how appraiser was selected, and what information was compiled before accepting the appraised value
7. Duplicates of all receipts
8. Reconciliation and breakdown of expenditures reported (line 120/5000 of T3010)
9. All expense source documentation (contacts, invoices, receipts, statements, cancelled cheques)
10. Details of the charity's activities supported by copies of brochures, pamphlets, publications, membership and fundraising correspondence, newsletters, etc.
11. Governing documents, i.e. Constitution, Letters Patent and Supplementary Letters Patent, By-Laws
12. Official updated Minute Book
13. Listing of Directors/Trustees, their positions, occupations, relationship to others, details of any remuneration or other compensation received (including reimbursement of expenses)
14. Payroll documentation (T4s)
15. Agency/consulting agreements

B. AUDIT ISSUE CHECKLIST

- 1. Objects and activities
 - √ Political Activities
 - √ Business Activities
 - √ Agency Agreements
 - √ Operating Outside Canada
- 2. Official donation receipts
 - √ Gifts in kind
 - √ Tuition Fees
- 3. Revenues (other than receipted revenues)
- 4. Disbursement Quota
- 5. Expenditures on Charitable Activities
- 6. Fundraising revenues and expenses
- 7. Other expenditures
 - √ Remuneration
- 8. Current Assets
- 9. Investments/Fixed assets