



CANADIAN COUNCIL of CHRISTIAN CHARITIES  
ADVANCING MINISTRY TOGETHER

## Documents for Review at CCCC Field Review

1. Copies of signed statement of faith declarations and any other annual declarations.
2. Minutes for the past two years of meetings of the Board, Executive Committee, Audit Review Committee, and the annual general meeting of members (AGM).
3. Your current year's budget and recent monthly operating statements.
4. A copy of the auditor's "Management Letter" (Memorandum of Recommendations/Audit Findings) following the last audit.
5. A copy of the T3, T4, T4A, T5, or T1223 (clergy residence deduction) forms issued for the past year.
6. Copies of any deferred giving instruments (i.e., trust, loan, annuity etc.).
7. A copy of each extra-provincial charitable registration (if applicable).
8. Board policy manual; employee handbook or manual, including conflict of interest policy & privacy policy.
9. Evidence that the General Insurance and Directors and Officers liability insurance has been renewed.
10. Agency/Joint Ministry/Contract or other agreements with foreign entities now in force. Please be prepared to show samples of controls in place for foreign activities (e.g., program approvals and reviews, budget approval, periodic reports).
11. Any correspondence related to an audit by Canada Revenue Agency (CRA) and Compliance Agreement signed with CRA.
12. Files relating to any current lawsuit or official investigation of your organization (not already reported to CCCC) that may relate to any of CCCC's Standards. (Please notify our office in advance if you have an objection to this access or wish your legal counsel to be present.)
13. Copy of any contract with an external fundraiser.
14. Copies of some of your most recent fundraising appeals, magazines, newsletters, or any other mailing to your constituents.
15. Copies of some of the official brochures, catalogues, or other descriptive materials regularly used to describe your ministry program to constituents and employees.
16. Copy of issued official receipts for income tax purposes for both cash and non-cash gifts (gifts in kind). One or two copies is sufficient. Please also have prepared an example of a letter/gift acknowledgement used for a gift from another registered charity, if applicable.