

T3010 Filing Prep Checklist (Registered Charities)

Deadline: File within 6 months of your fiscal year-end. Ensure all schedules and financials are complete. [Filing a Registered Charity Information Return \(T3010\)](#)

Key Details

- Legal name, BN (RR) number, fiscal year-end, charity type (charitable organization, public foundation, private foundation).
- Primary contact information and mailing address.

Directors/Trustees (T1235)

- Full names, home addresses, start/end dates, positions; hours if applicable.

Programs & Activities

- Summaries of programs, public benefit statements, geographic areas, volunteer counts.

Financial Statements

- Statement of operations & financial position; notes; audit/review engagement if required.

Qualified Donees / Grants (T1236)

- List amounts to qualified donees; if grants to non-qualified donees, ensure compliance with CRA CG-032 guidance.

Fundraising & Gifts

- Receipting practices, split-receipting where benefits provided, fundraising events/lotteries reporting.

Disbursement Quota

Next Gen Business Solutions Inc.

- Calculate required qualifying disbursements; track property not used for charitable programs (if applicable).

Certification & Filing

- Authorized signature; file online via My Business Account; retain working papers and backup.