

Presentation to Victoria Foundation - Hosted Organization Fundholders Charity Regulatory Compliance Considerations

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September 25, 2025 – Union Club, Victoria, British Columbia

The following are a few “action items” that you might want to take back to your organization:

1. Familiarize the board and executive staff with the Constitution, Articles or other founding documents of the charity. Regularly refer to the organization’s charitable purposes in those founding documents when considering new projects, opportunities, programs or ventures. Do those activities further the stated charitable purposes of the charitable organization? Do the purposes need to be updated or amended?
2. Maintaining adequate Books and Records is a fundamental requirement for registered charities. The charity’s records must permit the CRA to verify all revenues of the charity (including donations), verify that resources are spent on charitable programming, and verify that the charity’s purposes and activities continue to be charitable. Are there appropriate record-keeping systems and policies of the charitable organization in place?
3. Periodically review the charity’s corporate records to assess whether the charity’s board has adequately delegated authority to appropriate individuals by way of board resolution, or by enacting a board or operational policy. Is delegated authority current? Has the organization delegated authority to an individual or officer who has authority on behalf of the charity to acknowledge donations to the charity and sign donation receipts?
4. When working with another organization that is not a qualified donee (e.g. another charity), the charity needs to give due consideration to how it will maintain direction and control over the use of its charitable resources. Has due consideration been given to selecting an appropriate contractor or consultant? Is there a written agreement in place that clearly articulates the services that will be provided? Are there mechanisms in place for regular reporting and periodic transfers of funding or other resources? If the charity is instead making a grant to a non-qualified donee, take appropriate steps to assess the proposed grant and grantee organization, record the charity’s assessment, and record the charity’s intention that the transfer be a grant to a non-qualified donee. Consider, has the charity implemented appropriate accountability tools?