

*This is a simple compliance report, or compliance report to the board, and would normally prepared by the Executive Director and provided to the board monthly or quarterly. It need not be an agenda item and ought not require board discussion. A non-profit may have one or two other compliance items it wants to include. Most will have their own list of insurance policies (Item 4). A note on when individual insurance policies are to be renewed might be of value. Replace the flag; a pair, red and green, might well be more appropriate, with your own logo .*

## Organizational Compliance Report



For the period ending: \_\_\_\_\_

Last report \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

1. Payroll deductions, employer contributions and other taxes have been submitted to the Canada Revenue Agency as required by law.

Yes \_\_\_ No \_\_\_

2. We are operating in compliance with the standards set by the Federal Charities Directorate with respect to fundraising including those associated with accepting and reporting of donations and gifts-in-kind and issuing income tax receipts.

Yes \_\_\_ No \_\_\_

3. In matters related to employment management, especially hiring, firings, vacation pay, and notices given or received, the requirements of the N.S. Labour Standards Code have been followed.

Yes \_\_\_ No \_\_\_

3. In matters related to the health and safety of visitors and staff the requirements of the N.S. Fire Safety Regulations and the Occupational Health and Safety Act are being followed.

Yes \_\_\_ No \_\_\_

4. All our insurance policies (general liability, protection of property, auto, D&O), are currently in effect.

Yes \_\_\_ No \_\_\_

*Note: This sample report may be freely adapted and used by a non-profit without acknowledgement*