

# CADA Compliance Checklist



Period: Q4 2017 (submitted to March 13 2018 Board Meeting)

## Month end check list

- ☒ CAD Bank account reconciled
- ☒ USD Bank account reconciled
- ☒ Credit card reconciled
- ☒ Prior month source deductions paid
- ☒ Review of outstanding Accounts Payable
- ☒ Review of outstanding Accounts Receivable
- ☒ Monthly projections and review of financial results
- ☒ Reconciliation of prepaid employee benefits
- ☒ Monthly projections complete

## Quarter end check list

- ☒ GST returns filed *Annual*
- ☒ Preparation of ~~quarterly~~ *Annual* statements
- ☒ Variance report complete

## Annual Check List (regarding 2017 fiscal year, next update Fall 2018 for the 2018 fiscal year)

- ☒ Annual Financial statements prepared
- ☒ T4 Summary filed by Feb 28
- ☒ T4A Summary filed by Feb 28
- ☒ T2 filed by June 30
- ☒ NPO Informational Return filed by June 30
- ☒ We have fulfilled our obligations as per our Funding Agreement with the City of Calgary
  - We have invested a minimum of 75% of our grant from the City of Calgary directly into arts organizations and artists.
  - We have fulfilled our grant commitment to cSPACE Projects as per Schedule A of our Funding Agreement
  - We are within our threshold of reserve balances as per CADA reserve policies

Prepared by:

Handwritten signature of Lesley Hinger.

Lesley Hinger

February 20, 2018

Prepared by:

Handwritten signature of Amanda Germain.

Amanda Germain

February 20, 2018

Reviewed by:

Handwritten signature of Pat Pon.

Pat Pon

February 20, 2018