



Charity Central is a Canada-wide charity law education initiative of the Legal Resource Centre of Alberta, made possible with a financial contribution from the Canada Revenue Agency (CRA). This initiative supports registered charities by enabling us to create free, plain language resources in a variety of formats and offering online and face-to-face learning opportunities.

These resources, available in English and French, meet the diverse needs of registered charities in fulfilling their legal obligations. Our target audiences are:

- small, medium and large charities;
- staff, board members and volunteers involved with charities; and
- professionals and educational agencies that support the charitable sector.

The first phase of the initiative began in 2008 and has resulted in resources that provide support to the charitable sector in meeting CRA's requirements for:

- fundraising guidance;
- issuing receipts for donations; and
- maintaining books and records

in compliance with a registered charity's obligations under the *Income Tax Act*.

Office in a Box

One of Charity Central's most popular products is "Office in a Box." Office in a Box is a system that helps to organize and archive a charity's most important information. It can also be used as an educational and accountability tool for board members. The primary audience for Office in a Box is small and rural charities, but it serves as a valuable guide for larger charities too. There are different versions of Office in a Box available for Alberta, Manitoba and Saskatchewan. For a free download to make your own Office in a Box, visit www.charitycentral.ca/office/all. To order a completed box, visit our online store at http://sitebuilder.securenets.com/legalresourcecentre/store_front.



What people are saying about Office in a Box:

"If every non-profit/charity has it and reads it, it answers a lot of questions and offers a lot of resources. I follow all the links... tremendous information!"

"This is an excellent resource! It should be mandatory for anyone registered."

Road to Accountability

For our current project, "Road to Accountability," we have created plain language resource materials and we provide information and education about accountability and transparency for registered charities and not-for-profit organizations. The following resources are just a sample of the wide range of materials that Road to Accountability offers.

Road to Accountability Handbook

The Road to Accountability Handbook introduces the concepts of accountability and transparency, and shares some best practices.



What people are saying about the Handbook:

“This handbook is by far the best tool we have to really keep us in line!”

“It’s a wonderful resource to help answer questions and give guidance.”

“Very logically organized, will be a good tool.”

Self-Diagnostics Pack

The Self-Diagnostics Pack helps registered charities assess their current accountability and transparency practices, access more information and develop action plans.

What people are saying about the Self-Diagnostics Pack:

After the board completed the Self-Diagnostics Pack, “ it opened my eyes as to what is really needed and what we are missing. I was amazed that we really are on the right path, just missing a few steps.”

“Wonderful for us to use to know where we are at and what needs to be done.”

“We will share this with board members who weren’t present so they have a better understanding of all the implications of being a charitable organization.”

“The Pack helped us recognize areas we are deficient in and need more work.”

Both of these resources can be downloaded at www.charitycentral.ca or ordered from our online store: http://sitebuilder.securenets.com/legalresourcecentre/store_front.

Additional Resources

Additional resources available on Charity Central’s website, www.charitycentral.ca, include a financial information kit, privacy policy and fundraising activities checklists, an administrative calendar, learning modules, and much more.

We want to hear from you!

If you have questions that are still not answered, give us a call! Charity Central operates a toll-free helpline (Alberta only) at 1-888-587-4438. We welcome feedback and comments on how registered charities are using our resources. You can send us a note at info@charitycentral.ca.

To keep up-to-date with what’s happening at Charity Central and in the world of charity law, subscribe to our monthly email newsletter. Click on “Stay Connected” on our website to find a link to subscribe as well as a plethora of other social media links, such as Facebook and Twitter.