

Checklist - activities to be completed

Activity	Target Date	Person Responsible	Date Completed
Complete Seed/Congregation Form			
Develop Ministry Plan/Budget			
Open Checking Account			
Target date for covenant, constitution			
Registered Charity Filing			
Affiliate with the CNBC			
Prepare Financial Guidelines			
Enlist Treasurer			
Begin Tracking Contributions			
Develop Expense Reimbursement Guidelines			
Develop Screening procedures for Children/Youth Workers.			
Deal with Insurance Coverage			
GST Tracking			
Develop Hiring Practices/Forms			
Complete Proper Payroll Forms			
File End of Year Charity Return			
File for GST Rebate			
Target Date for Incorporation			