

## Organizational Continuity

This information is intended for CALP Boards and Staff as a way of ensuring key knowledge is available during times of transition. This list should be completed and kept in a secure location in the CALP office for easy access.

Updated: \_\_\_\_\_ By: \_\_\_\_\_

**Funder: Government of Alberta:** Alberta Advanced Education  
Commerce Place  
10155 102 Street  
Edmonton, Alberta T5J 4L5  
[ae.calp@gov.ab.ca](mailto:ae.calp@gov.ab.ca)

Please ensure that you communicate with Advanced Education regarding staff changes, your grant and any questions you may have. Use the email address above to communicate.

### Support & Professional Development Organization:

**Community Learning Network (CLN)**  
c/o University of Alberta – SCSC – South Campus  
2-211, 11610 – 65 AVE NW  
Edmonton, AB T6G 2E1  
(780) 485-4926  
Email: [office@calp.ca](mailto:office@calp.ca)

The CLN has a team of staff who provide assistance to CALP organizations across the province. They are able to provide CALP Staff and Boards with an overview of the CALP Policy Manual as well as supports and resources for ongoing programming and professional development.

Please notify the CLN when there has been a change in staff. A New Staff Visit will be scheduled as soon as possible.

CLN Key Contact – Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**Your Organization (Board Executive)**

Board Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secretary: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If your organization has a Legal Host:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Key Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Where is your agreement and is it current? (it must be filed with Advanced Education)

\_\_\_\_\_

## Key Organization Information:

CALP Staff will need to review:

**Community Adult Learning Program Grant** (Grant policy manual, Grant agreement, and annual/final report)

- CALP Grant Policy Manual
- The CALP Grant year is July 1 – June 30
- Three-year Application (2024-27)
- Annual Reports (first and second year) and Final Report (third year) are due August 31<sup>st</sup>
- These documents have been emailed to the CALP from Advanced Education
- Emailed to Advanced Education at [ae.calp@gov.ab.ca](mailto:ae.calp@gov.ab.ca) when completed

**Board of Directors** (attach a list including phone numbers and emails)

- Who has signing authority?  
\_\_\_\_\_
- \_\_\_\_\_  
(if 2 signatures are required it is recommended that 3 people are appointed)
- Where are minutes filed? \_\_\_\_\_
- When are your board meetings? \_\_\_\_\_
- When is your year end? \_\_\_\_\_
- When is your Annual General Meeting? \_\_\_\_\_
- What documents need to be presented to the board at the AGM?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bylaws and Policies of your organization**

- Where are they located? \_\_\_\_\_
- When were they most recently updated? \_\_\_\_\_
- Is your organization a registered society? \_\_\_\_\_
  - Is your legal name the same as your operational name? \_\_\_\_\_
  - Societies must file a renewal every year on the anniversary of their incorporation. Corporate Registry will send the form to the CALP office approximately one month ahead of the deadline.
  - Any changes to your Bylaws must also be submitted to Corporate Registry for approval.
  - If you have questions on your status or whether filing is up to date contact: Alberta Corporate Registry (Service Alberta) [www.servicealberta.gov.ab.ca](http://www.servicealberta.gov.ab.ca)



- Where is your original Incorporation Certificate kept? \_\_\_\_\_
- Do you have a corporate seal? If so, where is it stored? \_\_\_\_\_

### Insurance

- Organizations with a CALP grant are required to have the following insurance
  - General liability insurance, in an amount not less than \$2,000,000 inclusive per occurrence.
- You may also have:
  - Directors and Officers insurance
  - Building insurance (if you own the building)
  - Contents insurance– computers, tablets, laptops
  - Special riders
  - Cyber insurance
  - Where are these documents and when are payments due?

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### Lease or rental agreement

- Where is it and is it up to date? \_\_\_\_\_
- Who is responsible for maintenance and upkeep? \_\_\_\_\_
- What is the facility manager's contact info? \_\_\_\_\_

### Equipment Lease or Rental

- What, who with and where is the key information regarding renewal & servicing? \_\_\_\_\_

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- Who is responsible for maintenance and upkeep? \_\_\_\_\_

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### Current Budget

- Who creates this? \_\_\_\_\_
- Who reviews this? \_\_\_\_\_
- Where is it kept? \_\_\_\_\_



### Accounting Information

- Who is responsible for the financial accounting in the organization?

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- Does your organization have a Bookkeeper or Accountant? 

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- Name & Contact Information 

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- Please communicate the role and responsibilities of this person and any procedures staff need to be familiar with 

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- Accounting Software

- What program is used? 

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- What are the common reports required? 

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- Who is responsible for input? 

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- What are the passwords needed to access this? (if staff are responsible for this) 

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- Canada Revenue Agency (CRA)

- Who is on file as designated authority? (They will have access to information shared with the CRA and can talk to the CRA on the organizations behalf. It is wise to have at least 2 people designated in case of tragedy or dismissal. It is also recommended that you check this list regularly). 

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- Do you have auto banking set up with the CRA and who is the designate? 

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- GST refund

- Who submits? 

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- Non-Profit organizations can receive a GST refund (1/2 what you pay). Information and forms can be found at: <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4081/gst-hst-information-non-profit-organizations.html>



- Payroll
  - Who is responsible for Payroll?  
\_\_\_\_\_
  - Who submits deductions?  
\_\_\_\_\_
  - Payroll deductions online calculator: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/payroll-deductions-online-calculator.html>
  - Help for completing, filing and printing T-4's can be found at: [https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4120/employers-guide-filing-t4-slip-summary.html#P206\\_14216](https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4120/employers-guide-filing-t4-slip-summary.html#P206_14216)
- Pay bills
  - Who is responsible for the mail?  
\_\_\_\_\_
  - Who submits the bills and writes the cheques, or authorizes online bill payment?  
\_\_\_\_\_
  - Do you mail or pay at the bank?  
\_\_\_\_\_
- Debit/VISA/MasterCard/e-Transfer
  - Do you accept these payments? \_\_\_\_\_
  - How do you submit them? \_\_\_\_\_
  - Where is the information to contact the provider for your debit/credit machine?  
\_\_\_\_\_
  - Contact numbers \_\_\_\_\_
  - Account number \_\_\_\_\_
  - Provider info \_\_\_\_\_
  - If staff are responsible for bookkeeping, what training will be provided?  
\_\_\_\_\_  
\_\_\_\_\_
- Workers' Compensation Board
  - CALPs who are registered under the Societies Act are required to be registered with the Workers' Compensation Board
  - Who is responsible to make the payments?  
\_\_\_\_\_
  - Where is the documentation kept  
\_\_\_\_\_



- Audit

- Done yearly when? \_\_\_\_\_
- By Whom? (Outside accountant/bookkeeper? Or 2 board members?)

- Note: Audit is required for organizations receiving a grant of \$200,000 or more

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- Where is the information kept?

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- Investments

- Do you have investments?

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- Who renews?

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- Where are they?

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## Financial Information

- Bank Information

- Account number(s)

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- Do you have a safety deposit box? Where is the key?

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- Who is responsible for deposits?

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- Has bank-signing authority been updated?

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- Are there any direct withdrawals or deposits?

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- Other Grants - Do you receive money from other funders or contracts?

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- Where is the documentation?

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- Who are the key contacts?

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- What are the guidelines around these funds? Important dates & reporting expectations?

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- Credit Card – has this been updated with past staff removed and new staff added?

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- Review guidelines for the use
- Where are the passwords and ID information?

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## General Organization Information

- Keys (who has one and/or where are they?)

- Building

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- Office

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- Filing Cabinet or secured storage area

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- Post Office Box (remember to update signing authority at the Post Office if necessary)

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- List of people with building keys or security codes  
\_\_\_\_\_  
\_\_\_\_\_
  - Extra keys – where are they?  
\_\_\_\_\_  
\_\_\_\_\_
- Passwords and ID Codes
  - Computer – to login  
\_\_\_\_\_
  - CLN Portal username and password  
\_\_\_\_\_
  - Phone (voicemail)  
\_\_\_\_\_
  - Website  
\_\_\_\_\_
  - Social Media – Facebook, Instagram, Twitter....  
\_\_\_\_\_
  - Other Equipment Passwords  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Accounts (ie FirstBooks, Staples...)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Archives and Storage
  - Where are the previous year's documents stored? (Must maintain records a minimum of 7 years)  
\_\_\_\_\_
  - Who has access?  
\_\_\_\_\_
  - How are they destroyed and by whom?  
\_\_\_\_\_  
\_\_\_\_\_  
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## Programming

- Advertising

- What is the format or process?

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- Do you use a printing company?

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- What are the deadlines?

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- What are your computer media platforms? (Website, Facebook, Twitter...)

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- Who is responsible for the updates?

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- Where are the passwords kept?

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- Instructor/Facilitator Contracts

- Names and contact information

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- What they have been paid in the past

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- Where are the contracts kept?

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- Participant Information

- Where are course lists kept?

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- Where do you store the payment information – credit card info, cheques, cash?  
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\_\_\_\_\_
  - Do you use the CALP Database? \_\_\_\_\_
  - Who is responsible for inputting data?  
\_\_\_\_\_
- Facility Information
  - Costs or agreements for rental  
\_\_\_\_\_  
\_\_\_\_\_
  - Capacity \_\_\_\_\_
  - Contact Information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Stats for tracking Outcomes
  - How do you track outcomes? Surveys, questionnaires, evaluations...  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Where are these records?  
\_\_\_\_\_
  - If your organization uses the CALP Database what are the username and password?  
Username: \_\_\_\_\_ Password: \_\_\_\_\_  
Note – a manual for the Database is available on the CALP Portal and within the Database
- If coming in mid-year
  - What training is already scheduled?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Who are the important contacts (facilitators, facilities, partners...?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - What has already been paid or is still outstanding?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



If possible, it can be helpful for new staff to have a calendar with important dates noted – when the insurance is due, society registration date, AGM, brochure deadlines, other contract/grant deadlines, etc

### **Staff/Facilitators**

Title: \_\_\_\_\_

Area of Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hired: \_\_\_\_\_

*(copy and paste for appropriate # of staff)*

### **Key Partnerships/Donors**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

\_\_\_\_\_

*(copy and paste for appropriate #)*