

Notification from CRA: Retention Period For Church Offering Envelopes

Effective as of 2016 and including church offering envelopes for the 2015 tax year, the Charities Directorate has updated its position on the retention period for church offering envelopes. They must be kept for six years from the end of the tax year to which the envelope relates. This has changed from the previous period of two years to agree with the requirements of the Income Tax Act for the retention of source documents. For more information on what a registered charity should keep, go to [Books and records](#).