



SNOW VALLEY RACING ASSOCIATION
PO Box 21100 Edmonton AB T6R 2V4
www.snowvalleyracing.ca 780.434.3563

Financial Policy

1. OBJECTIVE

1.1. To guide the financial management practices of the Snow Valley Racing Association (SVR).

2. FIELD OF APPLICATION

2.1. This policy applies to all financial transactions of SVR conducted by either employees or volunteers.

3. DEFINITIONS

3.1. **GAAP:** Abbreviation for “generally accepted accounting principles”. Accounting principles that tend to be followed at the current time; these are not available from any one source; very few are listed in the CICA Handbook.

3.2. **CICA:** Canadian Institute of Chartered Accountants.

4. PRINCIPLES

4.1. All financial transactions shall be governed by GAAP as they apply to not for profit organizations and ensure that the Board of Directors legal and fiscal responsibilities are observed.

4.2. Financial reports shall be prepared in accordance with the Association’s bylaws.

4.3. The Board of Directors believes that financial management practices must ensure the long-term financial sustainability of the association.

5. PROVISIONS

5.1. Accounts Receivable

Accounts Receivable terms are net forty five (45) days from date of invoice. All members must be in good standing and have a zero (0) balance on their accounts before registering and participating in their next season.

5.2. Accounts Payable

Accounts Payable will be paid within the terms of supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

5.3. Refunds

Refunds will be processed as follows: A \$50 administration fee will apply to all refunds. If a request to withdraw from a program is received in writing before January 1, a refund of 75% of the total program fees not including fundraising, less \$50.00 administration fee will apply. No refunds will apply to withdrawals after January 1. Refund requests for medical reasons, accompanied by a letter from a medical professional, will be assessed on an individual basis.

5.4. Non Returning Members

Account balances at the end of the race season carried over from previous race season(s) will be considered as dormant. Any amounts left under \$100.00 will either be put into a “Credit to Donations” account for credit balances and “Bad Debt” account for debit balances. Any amounts over \$100 due to SVR will be considered collectable and payments for outstanding amounts will be given efforts to collect from those accounts. Any amounts over \$100 in credit balance will be brought to the account holder’s attention with a choice to have either a cheque issued to clear the account or a donation towards Snow Valley Racing Association.



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5.5. Capital Expenditures

Capital expenditures such as training equipment, office furniture, computer equipment, shall be expensed in the year they are purchased and shall be amortized according to the schedules published in the Canadian Income Tax Guidelines.

5.6. Signing Authority

5.6.1. Signing authority shall be designated by the Board of Directors and shall provide not less than three possible signing officers for cheques, including Treasurer, Alpine Chair, Vice Chair, Past Chair and Program Director. Signing authority shall be assigned, except in the case of the Treasurer, to ensure availability of signing officers.

5.6.2. There shall be two signing officers for every cheque.

5.6.3. The signing officers for any loan or line of credit extended to the Association shall be signed by the Treasurer and another signing officer.

5.7. Cash Advances

Cash advances may be made to any employee or volunteer for any SVR activities. Expense reports must be submitted fifteen (15) days following completion of the activity for which the cash advance was issued. Cash advances outstanding at April 30, (SVR year end) are payable no later than fifteen (15) days following the year end.

5.8. Expenses and Expense Reporting

5.8.1. All reasonable expenses are to be claimed/reported no later than thirty (30) days following the date of the expense. No expenses will be paid if received thirty (30) days after the year end (April 30).

5.8.2. All expenses must be supported with receipts, except in the case of per diem allowances. Expenses not supported will not be reimbursed.

5.8.3. Personal expenses, which are incurred, must be paid no later than thirty (30) days from the date the expense was incurred.

5.9. Emergency Line of Credit or Loan

The Treasurer, Alpine Chair and the Program Director can consider, on an individual basis, requests for emergency funds necessary to prevent bankruptcy. Any request for emergency funds must be supported by written documentation regarding the level of funding to be requested, current audited financial statements, a proposed budget for the current and following year and detailed plans to alleviate short fall. All of which will be approved by the board.

6. REVIEW AND APPROVAL

The Snow Valley Racing Association Board of Directors shall review this policy as required.