



2Spirited People of Manitoba Inc. Financial Health Plan

Financial Health Plan Purpose



ACCOUNTING/ FINANCIAL STANDARDS

- collect bank statements, supporting documents and relevant information in one secure location, get information on practices thus far, create a financial committee on the board

ACCOUNTING SOFTWARE

- training on SAGE, getting access to SAGE account created by contractor, research best accounting software - comparing and contrasting SAGE against others

RECORD KEEPING

- create expense claims, cheque requests, cash requests, cash disbursement, cash return, mileage, leave request, payroll debit expense log, debit requisition form, create a shared file for receipt uploads, establish best practice to scan receipts and submit originals in envelopes to protect the ink.

FUNDRAISING

- Staff to create a donations request letter, charitable status to be researched and steps to be outlined for obtaining it. Staff to engage with collaborators and community partners to identify best practices for fundraising events. Staff to create fundraising event planning document to help staff ensure they are thinking of all logistics concerned

Year 0: Planning Ahead

April 2021 - March 2022



GRANT APPLICATIONS

- take training for grant application best practices, engage with partner and collaborating organizations to identify best practices and to get support writing grants. Research and write grant application as they arise throughout the year. Seek opportunities to secure core funding from ethical sources. Begin work on creation of a grant opportunities calendar for recurring calls for proposals. Have the board chair advocate for future opportunities, as well as extensions and hold-over funds

PARTNERSHIPS

- grow current partnerships and make new partners 1) grow: Manitoba Moon Vocies, 2Spirit Powwow, Rainbow Resource Center, Ma Mawi Wii Chi Itata Centre, Pride Winnipeg, 2SiMS, Enchante Network, Fierce Canada Pride, 2Spirit Michif Local, 2Spirit International Gathering, Elders Barbara Bruce, Charlotte Nolin, Roger Roulette and Gayle Pruden 2) New: Manitoba Harm Reduction Network, The Pas Family Resource Center, Flin Flon Friendship Center, MKO, Pride North of 55, Thunder Bay Pride, Peguis Pride, Lii Michif Otipemisiwak 2SLGBTQ+ & Allies Local, Dauphon- The Hub, Under One Roof-Dauphin, SERC, Peg City Kindness Crew, Flin Flon Pride, VICE, Bannock Babes Drag, Egale Canada, 2Spirit Edmonton Society, Anish-itive, OutSaskatoon, indigenous perspectives society (BC)

Year 0: Planning Ahead

April 2021 - March 2022



AUDITS

- Audit financials from the 2020 fiscal year. Find and elect an auditor at the AGM. Prepare all financial documents for auditor's review, and reconcile and close accounting for the year. Publish audit on the website and provide to AGM attendees.

FINANCIAL REPORTING - CRA, GOV, TAXES

- submit incorporated agency taxes through the auditor. Set up CRA account and send out remittance to CRA monthly, set up ROE web. create and submit ROEs to CRA as needed.

DONATIONS

- create a donations request letter, update organizations paypal account information for the website, research into charitable status for the organization

TIME KEEPING

- create timesheets with protected formulas and auto calculating vacation, sick time and banked time. Submit payroll cheque requests, set up direct deposit capabilities for payroll, reimbursements to staff and recurring vendors. Payroll entered into accounting system. create payroll policies for staff submission

Year 0: Planning Ahead

April 2021 - March 2022



BUDGETING

- learn from partnership with MMVI what to factor into a budget, training, create budgeting templates and guides. Create project cashflow.

OTHER CONSIDERATIONS

Build up organizations presence in order to secure more donations. Identify funding goals

Year 1: Getting Started

April 2022-March 2023



ACCOUNTING/ FINANCIAL STANDARDS

- review and update practices based on GAAP, risk management and separation of duties, seek funding for a dedicated financial staff, create a financial policy manual

ACCOUNTING SOFTWARE

- seek funds to purchase the best accounting software for our agency's needs based on research from year 0. Transfer all accounting information in the care of Manitoba Moon Voices to our own account. Set up the 2022 fiscal year in our own account

RECORD KEEPING

- review secured locations for keeping records, both online and in person. Seek funding for continued storage. Establish policies regarding safe and secure storage of financial records and documentation. Take further action to review historical documents, collect them in one space and digitize files as necessary. Review and shred banking documentation older than 7 years as per CRA standards

FUNDRAISING

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Year 1: Getting Started

April 2022-March 2023



GRANT APPLICATIONS

- finish creating a grant opportunities calendar, create preparation documents for ease of grant application process including a list of programs and initiatives based on the strategic plan, long and short form elevator pitches, program outlines, and organizational introductions. Identify community organizations that we would like to partnerwith, or that have particular expertise in the programming we wish to enact. seek funding to either have an executive director complete grant applications, or to have a dedicated fundraising staff member

PARTNERSHIPS

- Focus on growing partnerships in rural, northern and remote areas, particularly on reserves, and with communities surrounding our 2spirit cultural land. Partner with organizations to deliver projects, initiatives and to increase opportunities for funding

AUDITS

- provide the board with an Audit preparation and execution Calendar for best practice. Have financials from the 2021 fiscal year audited. Seek funds to have a third audit, and to pay for the auditor.

Year 1: Getting Started

April 2022-March 2023



FINANCIAL REPORTING - CRA, GOV, TAXES

- create and send out t4s to staff and contractors that received more than \$500, create T4s for Staff. create and submit ROEs to CRA as needed. Transfer CRA account log-in information to the Board Treasurer and the Executive Director

DONATIONS

- The board and staff will seek out opportunities to gain enough funding to support the need for audited financials, working towards the ability to apply for charitable status. The board will investigate all requirements of charitable status applications. We will investigate the creation of a legal partnership with Ma Mawi Wii Chi Itata Center to use their charitable standing for applications for funding while we engage in the process of auditing our financials

TIME KEEPING

- create payroll policies for financial staff submission (see accounting practices). Create a financial committee which will review payroll practices, and establish a two-person release of payroll funds. Timesheets will be attached to payroll cheq reqs as proof of hours.

Year 1: Getting Started

April 2022-March 2023



BUDGETING

- create/obtain organizational budgeting templates with auto-calculation for budget forecasting (quarterly & monthly), operational budgets and project/program budgets (monthly). Utilize relationship with Indigenous Perspectives Society to help with the creation of templates and to provide financial advice as necessary

OTHER CONSIDERATIONS

- Identify funding goals with the board of directors and staff, in consultation with the financial committee. Identify the baseline funds required to run current programming, and overhead, as well as desired programming and overhead. Continue building organization's presence under updated organization name.

Year 2: Creating Stability

April 2023-March 2024



ACCOUNTING/ FINANCIAL STANDARDS

- enact, review and update practices ongoing, as needed and in collaboration with the Executive Director, Financial committee of the board, the financial staff and the treasurer. Seek funding for a second financial staff to increase division of duties

ACCOUNTING SOFTWARE

- continue to use organization's accounting software

RECORD KEEPING

- enact, review and update record keeping practices ongoing, as needed and in collaboration with the Executive Director, Financial committee of the board, the financial staff and the treasurer.

FUNDRAISING

- Host all identified fundraising events from the fundraising calendar. enact, review and update fundraising practices ongoing, as needed and in collaboration with the Executive Director, Financial committee of the board, the financial staff and the treasurer.

Year 2: Creating Stability

April 2023-March 2024



GRANT APPLICATIONS

- proactively seek and apply to relevant grant opportunities. Particularly multi-year, core and program supportive opportunities. Use the grant opportunities calendar to prepare for applications far in advance of due dates. Find and store supporting research and peer reviewed articles that support the programming that organization wishes to provide

PARTNERSHIPS

- establish formal partnerships and contracts with other agencies to further our abilities to advocate and provide support to the communities we serve. Continue to build and grow partnerships within Manitoba and inter-provincially with Saskatchewan, Edmonton and Ontario

AUDITS

- The board will have a trial process established to follow the Audit preparation calendar and be able to implement it. Funds will be sought to qualify for an audit and to pay for an auditor

FINANCIAL REPORTING - CRA, GOV, TAXES

- The Treasurer and the Executive Director will have access to CRA payments for staff MERCS online, as well as for ROEs and T4's

Year 2: Creating Stability

April 2023-March 2024



DONATIONS

- the Board will seek out charitable status support from the Winnipeg Foundation.

TIME KEEPING

- financial committee will review the payroll holdback week, or lack there of and establish practices around this timing

BUDGETING

- Seek out funding to hire a fundraising staff who will be able to focus on the acquisition of funds for the organization moving forward.

OTHER CONSIDERATIONS

- seek out programming funds, core funding and operational funding, rather than capacity building funding. Advocate for these kinds of funding with the government and other applicable bodies if none is available. Establish a practice of advertising the organization's activities, creating media releases and doing interviews to enhance our public image and increase our presence.

Year 3: Using Foundations

April 2023-March 2024



ACCOUNTING/ FINANCIAL STANDARDS

- first year enacting standards with full capacity and full financial staff, continue to enact, review and update practices

ACCOUNTING SOFTWARE

- continue to use organization's accounting software

RECORD KEEPING

- enact, review and update record keeping practices ongoing, as needed and in collaboration with the Executive Director, Financial committee of the board, the financial staff and the treasurer.

FUNDRAISING

- enact, review and update fundraising practices ongoing, as needed and in collaboration with the Executive Director, Financial committee of the board, the financial staff and the treasurer.

Year 3: Using Foundations

April 2023-March 2024



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- proactively seek and apply to relevant grant opportunities. Particularly multi-year, core and program supportive opportunities. Use the grant opportunities calendar to prepare for applications far in advance of due dates. Find and store supporting research and peer reviewed articles that support the programming that organization wishes to provide

PARTNERSHIPS

- establish formal partnerships and contracts with other agencies to further our abilities to advocate and provide support to the communities we serve. Continue to build and grow partnerships within Manitoba, Inter-provincially, and Nationally

AUDITS

- The board will have a revised process to prepare for audits established, and will be able to pass down this knowledge and process easily to new board members. Funds will continue to be sought after to qualify and pay for audits

FINANCIAL REPORTING - CRA, GOV, TAXES

- The Treasurer and the Executive Director will have access to CRA payments for staff MERCS online, as well as for ROEs and T4's

Year 3: Using Foundations

April 2023-March 2024



DONATIONS

- We will work with the Winnipeg Foundation to submit our 3 audited financial statements and apply for charitable status.

TIME KEEPING

- the organization will have an established and smooth running payroll system in place.

BUDGETING

- Seek out funding to hire a fundraising staff who will be able to focus on the acquisition of funds for the organization moving forward.

OTHER CONSIDERATIONS

- seek out programming funds, core funding and operational funding, rather than capacity building funding. Advocate for these kinds of funding with the government and other applicable bodies if none is available. Establish a practice of advertising the organization's activities, creating media releases and doing interviews to enhance our public image and increase our presence.



Two-Spirited People
of Manitoba Inc.



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada