

Financial Policy

a. Purpose

I. To guide the financial management practices of the London Region Volleyball Club.

b. Definitions

I. Organization – refers to the London Region Volleyball Club

II. Representative – individuals volunteering for, or engaged in activities on behalf of the Organization. This includes coaches, governors, staff members, managers, administrators, committee members, directors, and any other position that is being operating on the behalf of the Organization.

III. GAAP – generally accepted accounting principles

c. Application and Principles

I. The Organization is committed to ensuring the long-term financial health and stability of the organization to ensure that it can successfully deliver on its mission and mandate. The Organization will conduct itself in a business-like fashion at all times, being respectful of its annual and long term budgets.

II. The Organization will function as a Non-For-Profit organization and all fees, fundraising, sponsorship, and grants will go directly into the on-going development of the organization and their sport.

III. Financial reports will be prepared and all financial transactions will be governed by GAAP.

IV. Financial management policies and practices will be in place to ensure the Organization can will meet their obligations and incur no debt.

V. This policy applies to all financial transactions conducted by Organization Representatives.

d. Structure and Roles

I. Executive Director (ED)

1. Overall responsibility for the day-to-day financial management of the organization. This includes operating budgets. Will ensure compliance across the organization.

II. Treasurer

1. Acts on behalf of the board in overseeing all material aspects of financial reporting and financial statements.

e. Budget and Reports

1. The ED will create an annual budget which will contain the Organization's total anticipated expenditures and revenues. The proposed budget will be presented to the board for review and approval at the last board meeting prior to the start of the fiscal year.
2. Budgeting provides a guideline for spending funds. The Organization may have to adjust their fund allocations from time to time to meet the changes of any particular program. Any adjustments must be met with board approval.
3. The Treasurer, at each board meeting, will present an interim comparative budget statement showing actual revenues and expenditures compared to the organizations budget. And a balance sheet to the board for approval.
4. The Treasurer (or designate) will, at the Annual General Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
5. The financial statements of the Organization will be audited by an auditor appointed by the Organization, as named and approved at the previous Annual General Meeting. Auditors' reports shall be published in the Organization's Annual Report and available to all members.

f. Banking - Revenue

1. The Association follows the deferral method of accounting for revenue, meaning will be recorded when earned, distinct from when received.
2. Registration fees shall be reviewed annually by the Treasurer who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
3. All money received by the Organization will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Organization's Board and outlined in the annual budget.
4. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

g. Bank Reconciliation

1. The Bank Statements will be reconciled to the general ledger on a monthly basis and will be reviewed by the Treasurer or other members of the Audit & Finance Committee.

h. Signing Authority

1. All cheques or electronic payments shall be signed by at least two of the following, provided that in all cases one of the signatures must either be the ED or the Treasurer:

a. a) Executive Director

b. b) Treasurer

c. c) President

d. d) A Director appointed by the Board as a signing authority

2. All cheques payable to any signing authority exceeding \$500 cannot carry the signature of that authority.

3. Cheques will not be signed in advance.

i. Contracts

1. The ED is the signing authority for any contracts or other instruments in writing requiring the signature of the Organization. In the event that the ED is unavailable for an extended period of time, the President of the Organization may designate another individual to act as a signing authority.

2. Any contracts or instruments in writing that bind the organization for more than 12 months or have a value over \$25,000 (either in money payable or services agreed to) require prior review and approval by the Board. Acceptance of annual budget constitutes shall constitute approval.

j. Electronic Banking

1. As internet banking has become a very common banking practice that provides several distinct advantages, the Organization will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Organizations financial procedures (such as the type of allowable uses for online banking transaction, number of signers). No one person should handle all of the transaction; the proper segregation of duties at all times must be followed. Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and print outs of transactions receipts must be maintained.

k. Expenses

1. Requests for purchases require the following:

a. All purchases must be approved by the ED or Treasurer

b. Purchases over \$25,000 also require the approval of the Organization's Board

2. All expenses will be supported with receipts, except in the case of per diem allowances, and must be detailed to budget items, projects, or functions by the Organization's ED.

3. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the approval of the ED & Treasurer.

4. Any significant expenditures not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Organization unless determined otherwise by the Board.

l. Accounts

1. Accounts receivable terms are net thirty (30) days from the date of invoice.

2. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within sixty (60) days.

3. Credit Card

4. 37. With the approval of the Board, the Organization may acquire credit cards for the use of staff members who

5. are required to make purchases on a regular basis for travel, accommodation, and other expenses related to

6. their duties on behalf of the Organization. The Audit & Finance Committee will determine who receives credit

7. cards and what the credit card limits will be.

m. Expense Claims

1. Representatives may submit expense claims for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Organization's ED or Treasurer will be reimbursed - and only within three months of the incurred expense. Expense claims must include:

a) The exact amount each separate expense

b) The date on which the expense occurred

c) The place and location of the expense

d) The purpose of the expense

e) A receipt for the expense

2. Organization Representatives may submit expense claims to the Organization's Treasurer (or designate) for travel and/or accommodation expenses for mileage, tournaments, accommodations for away tournaments; provided the expected expense reimbursement amount is pre-approved by the Organization ED or Treasurer.

3. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the ED or Treasurer for approval of the advance. Cash advance expense reports

must then be submitted within thirty (3) days following completion of the activity for which the cash advance was issued.

4. Travel expenses may be reimbursed in amounts outlined in the following:

a. Travel – Personal Vehicle Mileage Rate \$0.68 per kilometre

b. Breakfast \$10.00 Receipts not required

c. Lunch \$13.00 Receipts not required

d. Dinner \$22.00 Receipts not required

e. Full Day \$45.00 Receipts not required

f. Accommodation Double occupancy All personnel unless specified

5. Total reimbursements will not exceed \$750.00.

6. The Organization will not reimburse for costs above the specified rates without prior approval of the ED or Treasurer. Where costs above the specified rates are approved, receipts must be provided.

7. Accommodation will be reimbursed based on double occupancy where applicable.

Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstances with consideration given for proximity to events and for location of events. Hotel receipts will be required for reimbursement.

8. The Organization will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

9. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the

accommodation rate.

n. NSF Charges

1. The Organization will charge a twenty-five dollar (\$25.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be credit card, cash, or certified cheque.

o. Replacement Cheques

1. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place. Lost or missing cheques that have not been claimed within 6 months will not be reissued if outside of the same fiscal year.

p. Review and Approval

1. This policy will be reviewed every two (2) years by the Organizations Board and Committee.