



Financial Management Policy

1. Purpose

The purpose of financial management in the operation of all GOV activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including members of the organization, participants in the organization's activities, and the community. To accomplish this, GOV commits to managing its finances judiciously and transparently, providing accurate and complete financial data for internal and external use by the organization's officers and the Board of Directors.

2. Authority

- 2.1 The Board of Directors is ultimately responsible for the financial management of all activities and the finances of the organization.
- 2.2 The President and the Vice-President (Finance) are responsible for the day-to-day financial management of the organization. The Board authorizes the President and the Vice-President (Finance) to expend and receive funds, and maintain bank accounts, on behalf of GOV.
- 2.3 The President, the Vice-President (Finance), and the Vice-President (Operations) are the signing officers authorized to sign cheques. Signing officers may not make other forms of payments, such as using electronic transfers or a credit card, unless they are authorized to do so by the Board and in accordance with this policy.
- 2.4 Additional signing officers may be designated by the Board.
- 2.5 All officers of the organization are authorized to enter into contracts or transactions up to \$1,000 within their individual area of responsibility for activities that have been approved by the Board as a part of budgets or plans. A second signature of any officer is required to enter into contracts or transactions above \$1,000. A second signature is not required for contracts or transactions with preferred vendors approved by the board. See Annex 1 for approved list.
- 2.6 Prior to entering into any contract or transaction valued at \$5,000 or greater, even where it is within the approved budget, the officer must receive approval from the Policy, Finance and Governance Committee. If the Committee does not approve, the contract or transaction shall be submitted to the Board for approval.
- 2.7 The President, the Vice-President (Operations), and Vice-President (Administration) are authorized to manage expenses within the parameters of the overall approved budget for a given committee, activity or event, reporting to the Vice-President (Finance) on any variances and the reason for these variances.
- 2.8 Expenditure beyond the approved budget may be jointly authorized by the President and Vice-President (Finance), up to a limit of \$500, when there are urgent reasons for this expenditure, and it is not possible to get prior approval by the Board. When such expenditure is made, the Board shall be informed at its next meeting.

2.9 Coordinators or other persons designated by the Board are authorized to spend within their designated budget under the oversight and approval of the responsible officer.

2.10 The Board of Directors must approve any use of the Board designated cash reserve fund.

3. Responsibilities

The President shall:

3.1 Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.

3.2 Work closely with the Vice-President (Finance), the Vice-President (Operations), and the Vice-President (Administration) to ensure that any spending remains within limits authorized by the Board.

The Vice-President (Finance) shall:

3.3 From time to time create and update financial procedures to support this policy. These procedures will be communicated to all GOV directors, officers, and coordinators with a role in financial management.

3.4 Account for all income and expenses of the organization. The Vice-President (Finance) may work with a bookkeeper in maintaining accurate accounting records.

3.5 Work closely with the President, the Vice-President (Operations), and the Vice-President (Administration) to ensure that any spending remains within limits authorized by the Board.

3.6 Report the financial results of the organization's operations according to the schedule established by the Board, but at least quarterly.

3.7 Pay all obligations and file required reports in a timely manner.

3.8 Record fixed assets with purchase prices greater than \$500 as capital assets in accounting records.

3.9 Maintain records and filing of invoices, receipts, payments, and other financial documents.

3.10 Ensure legal compliance with all applicable financial and tax requirements.

The Board of Directors shall:

3.11 Review financial reports and provide financial oversight over the organization, including the President and the Vice-President (Finance).

4. Budget

4.1 The Vice-President (Finance) shall prepare an operating budget in close cooperation with the President, the Vice-President (Operations), the Vice-President (Administration), and other coordinators and officers as appropriate.

4.2 Officers and coordinators shall submit budget proposals to the Vice President Finance, which the Vice President Finance shall review and revise as necessary, in coordination with the responsible officers and coordinators. Proposals shall be submitted sufficiently in advance to allow for review and to prepare the overall budget.

- 4.3 The budget shall be prepared in order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organization goals, and specific five-year objectives.
- 4.4 The Vice-President (Finance) shall submit the operating budget to the Board each fiscal year prior to the beginning of regular league activities in the fall.
- 4.5 The budget shall be prepared using responsible assumptions and projections, with the goal of attaining the revenue targets achieving the key activities and objectives set out in the organization's strategic plan.
- 4.6 If no specific revenue targets are set in the strategic plan budget, it shall have the general goal of attaining an unrestricted surplus increasing or maintaining the cash reserve for use as outlined in the Cash Reserve Policy.

5. Cheque Signing Procedure

- 5.1 All cheques require the signatures of two signing officers. At least one of the two officers signing a cheque must be the President or the Vice-President (Finance).
- 5.2 Prior to issuing any cheque, the President or the Vice-President (Finance) shall ensure that:
 - a) the cheque is for money owed;
 - b) the amount of the cheque agrees with the total amount of invoices being paid or the receipt for payment being reimbursed;
 - c) the expense is within the spending limit authorized in the budget;
 - d) there are sufficient funds available in the bank account; and
 - e) the payments are in the ordinary course of business or are in keeping with general Board policy direction.

6. Financial Statements

- 6.1 The Vice-President (Finance) shall prepare the annual financial statements of the organization and present these at the annual general meeting.
- 6.2 The annual financial statements shall consist of a balance sheet and an income statement. The Board may request additional statements, or the Vice-President (Finance) may submit additional statements if either deems it appropriate.
- 6.3 The Vice-President (Finance) shall submit these to the Board for review at least forty-five days prior to the annual general meeting.

7. Taxation and Reporting

- 7.1 The Vice-President (Finance) shall ensure that all appropriate tax filings are made in a timely manner. This includes the HST return due November 30, the Non-Profit Organization (NPO) Information Return due Feb 28, and the T2 Corporate Tax Return due Feb 28.
- 7.2 The Vice-President (Finance) shall ensure that all necessary corporate filings are made in a timely manner. This includes the Annual Corporate Information Return due July 8 and Form 4006 – Changes Regarding Directors within 15 days of the change.

8. Auditing

- 8.1 Where an auditor has been appointed, the President, the Vice-President (Finance), the bookkeeper (if one has been engaged) and other officers where appropriate shall work closely with the auditor and provide all necessary information to carry out their audit.
- 8.2 The Vice-President (Finance) shall ensure that all appropriate accounting adjustments are made as recommended by the auditor.

9. Petty Cash

- 9.1 Petty cash of the organization may be kept for events carried out by the organization.
- 9.2 No more than \$200 may be kept in petty cash.
- 9.3 Expenses shall only be made out of petty cash on an exceptional basis.
- 9.4 Only signing officers of the organization are authorized to make expenses out of petty cash.
- 9.5 All expenses out of petty cash shall be recorded in a petty cash report and shall be reconciled and promptly reported to the Vice-President (Finance).
- 9.6 The Vice-President (Finance) shall note expenses from petty cash in the quarterly financial update to the Board.

10. Credit Card

The policies in Section 8 apply where authorization is provided by the Board to obtain a credit card.

- 10.1 With the authorization of the Board, the President may obtain a corporate credit card.
- 10.2 The purpose of the credit card is to facilitate spending, primarily for booking facilities previously authorized in the budget.
- 10.3 The credit card is to be used for authorized business purposes only.
- 10.4 The President is the only authorized card holder, and is the only person authorized and responsible for the use of the credit card. The President is not permitted to designate another person to use the credit card or to provide the card to another person.
- 10.5 The Board may authorize another officer to be a credit card holder.
- 10.6 The sales receipts should be saved and submitted with expense reports, to be approved by the relevant authorized person.
- 10.7 The Vice-President (Finance) shall investigate if any transaction on the credit card statement credit card invoice cannot be matched with appropriate receipts.
- 10.8 The credit card shall have a limit that does not exceed \$5,000. The credit limit shall not be increased without authorization from the Board.
- 10.9 Credit card invoices statements shall be reviewed by the Vice-President (Finance). Any discrepancies shall be reported to the Policy, Finance and Governance Committee.

11. Financial Transactions with Insiders

- 11.1 The organization shall not advance funds to officers, directors, employees, volunteers, members, or any other persons.

- 11.2 Direct and necessary expenses within the approved budget or with prior authorization by the Board, including booking facilities and other activities related to carrying out one's responsibilities and approved in advance by an Officer, shall be reimbursed.
- 11.3 In no case shall the organization borrow funds from any officer, director, employee, volunteer or member of the organization without specific authorization from the Board of Directors.

12. Gift Acceptance

- 12.1 The organization shall accept contributions of goods or services other than cash that are related to the organization's programs and operations.
- 12.2 Any other contributions of non-cash items must be reviewed and approved by the Board of Directors before acceptance.
- 12.3 All gifts accepted by an Officer or Coordinator must comply with the Conflict of Interest Policy.


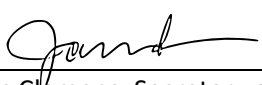
13. Asset Protection

In order to ensure that the assets of the organization are adequately protected and maintained, the officers of the organization shall:

- 13.1 Plan and carry out suitable protection and maintenance of property and equipment.
- 13.2 Avoid actions that would expose the organization, its Board, or its officers to claims of liability.
- 13.3 Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- 13.4 Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

14. Accountability

- 14.1 The Policy, Finance and Governance Committee is responsible for overseeing the implementation of this policy.
- 14.2 The Committee is entitled to receive any document, record, or information requested in order to ensure the requirements of this policy are being adhered to.

 _____ Tim Klodt, Chair of the Board	22 February 2021 _____ Date
 _____ James Clemens, Secretary of the Board	22 February 2021 _____ Date

Annex 1

The following are approved vendors by the Board of Directors:

- Conseil des écoles catholiques du Centre-Est (CECCE)
- Ottawa-Carleton District School Board (OCDSB)
- Ottawa Catholic School Board (OCSB)
- Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)
- City of Ottawa