



# POLICY MANUAL

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<b>Section:</b>	3.0	Operational
<b>Sub-Section:</b>	3.5	Financial
<b>Topic Areas:</b>	3.5.1	General Banking
	3.5.1.1	Bank & Accounts
	3.5.1.2	Association Borrowing & Line of Credit
	3.5.1.3	Signing Officers
	3.5.1.4	Bank Deposits
	3.5.1.5	Investments, Bonds and Long Term Accounts
	3.5.2	Financial Reporting
	3.5.2.1	Annual Reviewed Financial Statements
	3.5.2.2	Board of Directors Reports
	3.5.2.3	Society Annual Return
	3.5.2.4	CRA Federal Return
	3.5.2.5	CRA Payroll Source Deductions and GST
	3.5.2.6	AGLC Financial Report
	3.5.3	Credit and Collections
	3.5.4	Fixed Asset Purchases and Amortization
	3.5.5	Contracting For Services
	3.5.6	Expense Claim Guidelines
<b>Attachment:</b>	<i>Appendix A: Corporate Donation Form</i>	
	<i>Appendix B: Individual Donation Form</i>	
	<i>Appendix C: Expense Claim Forms</i>	

## Policy Statement:

The Board of Directors establishes financial policies and monitors these policies to ensure they reflect the current practices of the board and changes are made as required. The Board of Directors is responsible for overseeing and approving financial matters administered by the association.

### 3.5.1 General Banking

An accounting system shall be in place to record all receipts and disbursements in accordance with standard accounting practices.

The Board of Directors is responsible for developing a yearly budget and ensuring the organization operates within the approved budget. Budget approvals should be captured in the Board meeting minutes.

The CADS-Alberta fiscal year runs from April 1 to March 31 annually.

**3.5.1.1 Bank & Accounts**

The bank accounts and banking business of the Association shall be conducted or kept with a financial institution approved by the board.

**3.5.1.2 Association Borrowing & Line of Credit**

Refer to bylaws of the association.

**3.5.1.3 Signing Officers**

Signing authorities shall be determined by the board. Action items to change individual names on banking documents will be submitted as required to the Board for approval.

**3.5.1.4 Bank Deposits**

Cash and/or cheques may not be kept on hand more than 30 days. Funds exceeding \$500 should be deposited within 72 hours.

**3.5.1.5 Investments, Bonds and Long Term Accounts**

Funds not immediately required by the Association may be invested in long-term conservative vehicles such as T-bills, GIC's and other interest bearing accounts that are guaranteed by a recognized financial institution. Reports on investments will be made to the Board on a quarterly basis.

**3.5.2 Financial Reporting**

**3.5.2.1 Annual Reviewed Financial Statement**

The annual financial statement will be prepared in accordance with generally accepted accounting principles. A **review** of the Association's financial records for the fiscal year shall be completed by 2 CADS-Alberta members or an independent, external professional accountant each year in accordance with the Association's Bylaws. Refer to bylaws for additional information.

**3.5.2.2 Board of Directors Reports**

The Treasurer and/or Executive Coordinator will provide the Board with monthly reports that include an Income Statement, Balance Sheet, and Statement of Accounts.

**3.5.2.3 Society Annual Return**

Our society's registration remains current by submitting an annual return to the Alberta Registrar of Corporations each year. Section 26(2) of the Societies Act states "A society shall each year, on or before the last day of the month immediately following its anniversary month, make a return to the Registrar". The CADS AB anniversary month is March. There is no charge for the filing of a society annual return. Refer to the Service Alberta website <https://www.servicealberta.ca/> for filing instructions.

**3.5.2.4 Canada Revenue Agency Federal Return**

Registered Charity Information Returns (T2010 or 3010) will be prepared and filed as per Revenue Canada requirements. Returns are to be completed within six months following the fiscal year end. The Executive Coordinator will be responsible for ensuring the filing is completed on time

**3.5.2.5 Canada Revenue Agency**

The Treasurer and accounting firm are responsible for ensuring that all applicable payroll source deductions are applied. The CRA must be kept apprised of the current Treasurer and accountant who represent the organization. The Treasurer and accounting firm shall also retain the login and password to the CRA. These deductions, along with the employer portions must be reported and funds paid to Revenue Canada either monthly or quarterly as dictated by the CRA. These include income taxes, CPP, and EI deductions.

The accounting firm will submit GST information to Revenue Canada who provide eligible rebates twice per year.

#### **3.5.2.6 AGLC**

Casino funds must be kept in a separate, designated account. Only AGLC-allowed expenses can be paid using these funds. Should CADS AB want to use gaming proceeds for purposes other than those previously approved, a formal request must be submitted to the AGLC to obtain approval. Transferring funds between general and casino accounts is not permitted. The AGLC requires annual reporting of all transactions associated with each casino license. The AGLC provides notification when reports are due. The Executive Coordinator is responsible for compiling and submitting the reports. Separate financial reports may be required for raffles, etc.

#### **3.5.3 Credit and Collection**

Whenever possible, the Association will not invoice for goods/services.

##### **Procedures:**

When invoicing is necessary, the following conditions apply:

1. All invoices will be sequentially numbered
2. No discounts on sales (unless associated with a particular event)
3. Payable on receipt of invoice
4. NSF cheques will be charged a penalty equal to the bank charges.

#### **3.5.4 Fixed Asset Purchases and Amortization**

All individual asset item purchases are simply expensed based on generally accepted accounting principles for non-profit associations with budgets under \$500,000.

#### **3.5.5 Contracting For Services**

The Association contracts with individuals and organizations to provide for services to the Association. All contracts will be awarded in an atmosphere of openness, competitive opportunity, and equal access to information. No contracts will be entered into that place the Association in financial jeopardy.

1. Contracts must be consistent with the objectives of the Association, and within approved budgets.
2. All contracts over \$5,000 require a minimum of three quotes. The lowest bid will not necessarily be accepted; however, the reasons for accepting a higher bid must be documented and kept on file.
3. A board member identifying a real or potential conflict of interest must withdraw from both discussion and voting on the contract.

4. The Executive Coordinator and Program Director may be authorized by the Board to enter into agreements and contracts affecting the day-to-day operations of the Association

### **3.5.6 Expense Claim Guidelines**

The Association will reimburse its directors, committee members, other volunteers and staff for all reasonable out of pocket expenses incurred as a result of participating in approved Association activities to the extent allowed within these guidelines. A person should not incur abnormal costs through carelessness or excessive spending. Subject to any specific exceptions noted below or revised under separate cover.

#### **Submission of Claims**

Expenses should be paid by the individual incurring them and should be submitted for each event/activity as incurred to the Association accounting officer for reimbursement. All claims must be made on a prescribed Association expense claim form and, whenever possible, receipts for these amounts as well. An explanation must be provided for any missing receipts. All expense claims must be submitted within 60 days of the expense being incurred. Claims for incidentals totalling less than \$100.00 may be accumulated and submitted on a quarterly basis and must be submitted within 10 days of the end of each fiscal quarter. Late submissions must be referred to the Board Chair for approval.

An Expense Claim Form is located in Appendix C

#### **Approval of Expenditures**

All expenditures must be within approved budgets.

- The Chair of each committee will approve expenditures within their committee. The Executive Coordinator will approve the Committee Chairs' claim forms.
- The Executive Coordinator will approve individual Board members claim forms and staff claim forms.
- The Board Chair or Treasurer will approve the Executive Coordinator claim forms.
- Volunteers, other than the Board and Board committees will have their claim forms approved by the Executive Coordinator.
- The Executive Coordinator and Program Director can make purchases up to \$1000.00 without Board approval, of which the Executive Coordinator records the fund expenditure as approved.

#### **Travel Insurance**

Travel insurance & medical insurance to be the responsibility of the individuals.

#### **Air Travel**

Wherever possible economy discount fares must be used. Copies of airline tickets or receipts must be attached to the expense claim form. Travel agent itineraries or invoices will not normally be accepted.

No reimbursement will be provided for travel/hospitality expenses paid for with travel incentive plan points.

#### **Automobile**

Rate for reimbursement per kilometre will be established by the board. Receipts are not required but the expense claim must include information on the event or activity attended and the exact distance traveled. (CADS AB uses the Alberta Provincial

government policy dictating mileage rate. The current rate is 0.505 cents per KM for the first 200 KM, and 0.16 cents per KM above that. Individuals must have adequate public liability and property damage insurance.

#### **Other ground transportation**

The most economical transportation within the available time frames should be utilized. In the case of auto rentals, the Association shall not normally provide for the cost of collision damage waiver insurance. Those traveling on Association business are asked to ensure that they obtain suitable coverage.

Claims for transportation require receipts.

#### **Accommodations**

Regular rooms must be used on all occasions, unless special arrangements have been made with the board chair. A \$125.00 maximum on room rates, with approval required above this amount. Actual hotel bills must be submitted on the expense claim.

#### **Meals**

Meals can be claimed when authorized persons are required to be away from their residence during normal eating hours and when the meal is not supplied by the Association. Receipts should be provided for all meal claims.

The Association will not normally pay for alcoholic beverage costs at meetings or while traveling on Association business.

- Meals rates are as follows:
  - A per person daily per diem of \$40 for meals (no receipts)
  - Or submission of meal receipts

#### **Spouse of Director/Staff**

Attendance at certain functions of the Association may require the spouse or a guest of a director/staff to accompany him/her. Attendance of the spouse/guest will be reimbursed if their attendance is requested by the chair.

#### **Hosting Expenditures**

Suitable refreshments and/or meal expenditures will be reimbursed if reasonable and incurred when acting in an official capacity. The names of guests and the reason why expenses were incurred must be provided in a prearranged hosting role approved by the chair.

**Corporate Donations**

CADS-Alberta  
11759 Groat Road  
Edmonton, Alberta  
T5M 3K6

Dear Sir/Madame;

Enclosed please find our cheque in the amount of \_\_\_\_\_ being an unconditional donation to CADS-Alberta.

This donation is made without any express or implicit conditions and without any right privilege or benefit accruing to \_\_\_\_\_ (company name), its shareholders, employees or directors as a result of this donation.

Without limiting the unconditional nature of my donation I would request that if possible the support be provided to \_\_\_\_\_ (zone).

Sincerely,

\_\_\_\_\_ (please print name)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (address)

\_\_\_\_\_

**Individual Donations**

CADS-Alberta  
11759 Groat Road  
Edmonton, Alberta  
T5M 3K6

Dear Sir/Madame;

Enclosed please find my cheque in the amount of \_\_\_\_\_ being an unconditional donation to CADS-Alberta.

This donation is made without any express or implicit conditions and without any right privilege or benefit accruing to me or my immediate family as a result of this donation.

Without limiting the unconditional nature of my donation, I would request that if possible the support be provided to \_\_\_\_\_.

Sincerely,

\_\_\_\_\_ (Please print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Address)

\_\_\_\_\_



**Canadian Adaptive Snowsports – Alberta**

Expense Claim

11759 Groat Road  
 Edmonton, Alberta T5M 3K6  
 Phone (780) 427-8104 Fax (780) 422-2663

Claimant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City,Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date YYYY-MM-DD	Description	Price Net Of GST	GST	Total
<b>Total</b>				

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you from CADS Alberta!**

1. Please provide all receipts for all expenses, except mileage and per diems.
2. Detailed receipts showing GST breakdown required.
3. A copy of **CADS-AB Event Agreement** must accompany all honorarium or instructor's fee claims.  
 Instructor honorarium shall not exceed \$250.00 per day
4. Mileage is paid at a rate of \$ 0.505 per km for the first 200 km, 0.165 thereafter.
5. Meals and Accommodation:  
 A per person per diem of \$40 for meals (no receipts) Maximum per night accommodation rate: \$125/night
6. Send all correspondence to:

Canadian Adaptive Snowsports - Alberta Association  
 11759 Groat Road, Edmonton, Alberta T5M 3K6  
 Phone: 780-427-8104, Email: [cadsab@cadsalberta.ca](mailto:cadsab@cadsalberta.ca)