

# **FINANCIAL POLICIES & PROCEDURES**

## **Policy**

### **General**

- 1) All financial transactions shall be governed by accounting standards as they apply to not-for-profit organizations and ensure that the Board of Directors' legal and fiscal responsibilities are observed.
- 2) The Secretary/Treasurer shall ensure that all books and financial records are maintained and kept current.
- 3) Financial reports shall be prepared in accordance with Sport Canada requirements.
- 4) The fiscal year shall commence on April 1<sup>st</sup> of each year and end on March 31<sup>st</sup> of the following year.
- 5) The banking business of the Corporation shall be transacted with such bank or banks, or trust company or trust companies as the Board may by resolution from time to time determine. All such banking business, or any part thereof, shall be transacted on the corporation's behalf by such Officer(s) and/or other person(s) as the Board may by resolution from time to time determine.

### **Accounts & Audit**

- 1) The books of account shall be audited annually by an auditor appointed at the preceding Annual General Meeting. The reports of the auditor shall be submitted by the Secretary/Treasurer to the Annual General Meeting following the end of the fiscal year.
- 2) The Members shall appoint an auditor at the Annual General Meeting to hold office until close of the next Annual General Meeting. If such an appointment is not made, the current auditor in office continues in office until a successor is appointed.
- 3) The signing authority of the Corporation shall be vested in the Officers, and corporation staff member(s) as authorized by the Board.

### **Sport Canada Contributions**

- 1) Contributions received from Sport Canada are subject to specific terms and conditions regarding the expenditure of the funds. The Federation's records are subject to audit by Sport Canada which may identify instances, if any, in which the amounts charged against contributions have not complied with the agreed terms and conditions or other discrepancies and which, therefore, would be refundable to Sport Canada.

## Budget

- 1) With input and consultation of the partner organizations and staff, the Executive Officers will create an annual operating budget that reflects revenue and expenditure for the Federation, including all programs and administration and is consistent with those priorities as determined in the Bowling Federation of Canada Strategic Plan.
- 2) The annual operating budget will be presented for review and approval prior to the conclusion of the previous fiscal year.

## Disbursement Policy (Member Grants)

Bowling Federation of Canada policy allows for disbursement of approved grant amounts to member organizations based on approved monthly cash flow projections. Receipts for all paid invoices must be provided to the BFC Secretary-Treasurer within two months (60 days) of receipt of payment from BFC. Should the member not provide sufficient documentation within this timeframe, no further payments will be made to the partner until such time as the documentation for payment(s) already issued has been received.

## Advance Payment Policy

Advance payments to member groups may be made under exceptional or extraordinary circumstances and when they are considered essential to attaining program objectives and when no other reasonable alternative exists. In that BFC does not maintain an excess of reserve funds, funds may not be carried over between fiscal years by making advance payments into or out of revolving funds.

Any Advance Payments being requested by a member must:

- Be lawful charges against approved projects;
- Be made for goods or services received in the same fiscal year;
- Be spent in the fiscal year for which the funds were designated.

In addition, advance payment may be considered only if the following conditions are met:

- Adequate security for the payment is ensured;
- BFC or its member receives value commensurate with the amount of the payment;
- BFC has adequate funds to provide the financing;
- The partner could suffer hardship or achieve alternate financing only with difficulty or at rates considered to be uneconomic in relation to the prevailing chartered bank prime lending rates;

The maximum amount that may be advanced to a recipient shall be determined according to the total amount of the approved project budget. The Executive Officers will determine the amount of each advance payment and the Board of Directors shall be notified immediately of any and all advance payments as they are issued.