

ONTARIO 5 PIN  
BOWLERS'  
ASSOCIATION

FINANCIAL POLICY

REVISED October, 2016

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## **ACCOUNTS PAYABLE**

All invoices received in the office should be paid as promptly as possible, in order to avoid having to pay any interest charges. Purchase Orders must accompany all requests for payment, along with relevant receipts. These should be reviewed to ensure that the purchase order was appropriately approved before the purchase was made, and that it does not differ significantly from the amount of payment requested. Explanations for all discrepancies should be provided.

## **ACCOUNTS RECEIVABLE**

Invoices and/or receipts should be issued for ALL amounts due to/ received by the organization, including:

- assessments to local Associations as determined through the budgeting process;
- extra provincial banquet tickets purchased;
- additional tickets sold for Hall of Fame;
- additional guests attending National Championships;
- additional guests attending Trip to the Sunny South;
- Sponsorship funds;
- miscellaneous fundraising
- any other amounts not specifically listed here, as appropriate.

All invoices are issued due upon receipt, unless a specific due date is to be listed (i.e. membership has 3 specific due dates, and invoices are often issued in advance).

Follow up must be made as follows with ALL outstanding amounts due:

1. after 30 days, issue a statement indicating that the amount remains unpaid, with a request for payment.
2. After 60 days, issue another statement, with a request for payment, an explanation for any delays, and mention of potential other actions to be taken.
3. A statement (email where possible) should be issued on all outstanding accounts every month, regardless of any further actions of the board.
4. For any accounts in excess of 90 days, the board of directors will decide what action needs to be taken – suspension, legal action, collections action, etc.

In all cases, the Treasurer should be kept informed as to the status of any correspondence received and/or issued on outstanding amounts. Scan of any physical statements/invoices issued, or cc on all emailed statements sent. Treasurer to consult with Executives for assistance on long outstanding amounts, and actions to be taken.

## **BANKING**

### DAY-TO-DAY TRANSACTIONS

The Financial Coordinator is responsible for the day-to-day bookkeeping of the organization. This includes weekly attendance at the bank to make deposits, as necessary.

### RECONCILIATIONS

Monthly bank reconciliations should be performed as soon as the bank statements become available, and these should be scanned and emailed to the Treasurer for review. Explanations should be provided where necessary.

### SIGNATORIES

There will be 2 (two) signatures on all cheques issued by the organization, one of which must be the President or the Treasurer. The second signature can be either the President or Treasurer (if not already the primary signature), Vice President, Secretary, or Program Administrator (office staff). The Financial Coordinator should not be a signatory, except in extraordinary circumstances, as the main person responsible for day-to-day bookkeeping. Note: Payroll cheques are to be signed by President and Treasurer.

## **BUDGET**

### PREPARED ANNUALLY

The Financial Coordinator shall prepare the initial annual draft budget (April 1<sup>st</sup>) for the organization. This will be done in consultation with various directors, as needed (i.e. Bowling School chair for estimates, as will be presented to membership before event is completed). This will be provided to the Treasurer for review and consultation with the remainder of the Board of Directors. Amendments will be made as deemed necessary. The Treasurer will issue the draft budget to the membership prior to Convention, for discussion there. Any further amendments as a result of business arising from Convention will be incorporated into the draft, for issuance to the field. A copy of the final draft budget will also be provided back to the Financial Coordinator. The budget to receive membership approval at Convention (in non-grant submission years) and at the Semi-Annual meeting(s) in all other years.

### MONTHLY REVIEW, COMPARISON TO ACTUALS

On a monthly basis, the Financial Coordinator to provide the following documents to the Treasurer, for dissemination to the rest of the Board of Directors:

- accounts receivable listing
- accounts payable listing
- trial balance
- income statement, budget to actuals
- balance sheet, budget to actuals
- tournament schedules (comparison to actuals)
- meetings schedules (comparison to actuals)

Any questions, comments or concerns should be brought up at this time, if not already done so. Attention should be made to the cash flow status of the organization, and any concerns brought to the attention of the Treasurer and President.

## **CREDIT CARDS**

### CORPORATE (VISA)

The President and the Financial Coordinator will maintain corporate credit cards. Purchases will be made in accordance with the requirements listed under Purchase Procedures listed below. The statements should be paid within the timelines stipulated by the bank, in order to avoid unnecessary interest charges. At a very minimum, the minimum balance must always be paid on time, regardless of the reason for delay. All receipts should be sent in to the attention of the Financial Coordinator as soon as possible, in order to ensure that whoever is approving payment has all of the necessary documentation to approve payment. NO personal purchases may be made on the corporate credit card under any circumstances.

### GAS CARDS

Corporate gas cards will be discontinued by the organization effective July 31, 2012. All claims for mileage for travel on behalf of the organization will be reimbursed pursuant to established guidelines. Therefore, the need for gas cards is no longer deemed necessary.

## **DIRECTORS' EXPENSES**

### ACCOMMODATIONS

Hotel rooms are billed directly to the organization for any event that requires overnight accommodations for board members, including a spouse if they've been asked to work on behalf of the organization at the event. If they have not been asked to work (by the President), then directors are expected to share rooms (2 to a room) where feasible. If a director chooses to bring a non-working spouse along, then only ½ of the room cost will be covered by the organization.

### AGM

Accommodations will be covered by the organization for all directors attending AGM for days required to complete the business of the organization. Any extra days are at the director's own expense. Spouses are not covered for this event, even if asked to assist. Mileage will be covered, as indicated below. Meals are covered as indicated below (for the director only), if not provided by the venue.

### MEALS

Meals will be covered at an event for working directors and working spouses only, by the organization. Any charges for meals not at the event must be

reasonable. No reimbursements should be claimed for alcohol for meals. Discretion on expenses should be respected at all times.

#### MILEAGE

Mileage will be reimbursed, as at a rate agreed upon at the annual caucus meeting, for all travel for the organization's benefit. This includes attending meetings, tournaments, banks, and any other business. No other amounts will be allowed for reimbursement, including actual claims for gas, 407ETR charges, repairs or maintenance on any vehicles. Mileage should be as accurate as possible, and based on the most direct route. An expense report is required to be completed for all reimbursements for this.

#### MISCELLANEOUS COSTS

Any expenses incurred during the course of doing business on behalf of the corporation should be submitted on the approved Expense form. This includes items such as parking, uniform dry-cleaning, postage, etc. All amounts should be pre-approved using the purchase order system in place. Some exceptions will be allowed, with written approval of the President or other Executive Committee member if the President is not available. This should be included with the expense form.

### **EXTERNAL AUDITOR**

#### ASSISTANCE TO

Each director and office staff is to provide any assistance requested from the external auditor.

#### RECOMMENDATIONS SUGGESTED

Implement any reasonable recommendations made by the external auditor, whether financial controls, internal controls, etc. All board of directors and Financial Coordinator are responsible to review audit findings before presentation to the membership during the semi-annual meeting(s).

### **PETTY CASH**

1. The Financial Coordinator will be provided with \$100 petty cash float, in order to help facilitate the transition from utilizing a gas card or corporate credit card for purchases of gas. Instead, this position will be required to submit an expense report, on an as needed basis, to replenish this fund. These funds will only be used to reimburse for mileage as required for business of the corporation. For example, weekly trip to the bank to make deposits, attendance at AGM, any other business travel required. Upon retirement or resignation from the corporation, these funds will be due and payable in full.
2. On occasion, at some provincial events, petty cash is required for cash transactions (ie. Tips, etc). Petty cash will be provided to the person

requisitioning it, subject to approval of the President or other Executive Committee member if the President is not available. Upon completion of the event, a reconciliation of the petty cash will be made, and any excess funds returned to the organization, or payment made for any shortfall.

## **PURCHASE PROCEDURES**

### OFFICE

A purchase requisition and a purchase order are required for all purchases for the business of the corporation. The following steps will be followed:

1. Source the appropriate items required, keeping in mind the financial impacts and budgetary limits.
2. Create a Purchase Requisition form (which can be found in a secure section of the O5PBA website), ensuring all sections are as complete as possible.
3. Send the form to 2 Executive members, one of which must be either the President or the Treasurer. This can be done by email (scanned document). The form is approved by 2 Executive members when they email back to the requestor their approval of the purchase, after reviewing that it is within budgeted limits.
4. Financial Coordinator will create a Purchase Order from the signed Purchase Request (examples of which will be in a secure location on the O5PBA website).
5. Requestor or Other O5 representative order the supplies as listed on the purchase order from the supplier named therein.
6. Once the products are received, verify that they are in agreement with what was ordered.
7. An invoice will then be received (at the time of receipt of goods or subsequently in the mail) from the supplier. The Financial Coordinator to verify amount against Purchase order and issue cheque for signature.
8. Financial Coordinator to send cheque, along with Requisition Order and Purchase Order # approvals, and Invoice, to 2 signatories for signature (one of which must be different from the ones who made the original approval and one of which must be the President or the Treasurer). The signatory is also responsible to ensure that what was approved for requisition is what was ordered, and is what is being paid for. Any discrepancies must be explainable, and should be infrequent.
9. Financial Coordinator to send cheque to supplier, ensuring that interest charges are not incurred where possible.

### DIRECTORS

All board of directors will obtain a Purchase Requisition form and follow the same procedures as outlined above for office purchases.

ENACTED this 12<sup>th</sup> day of October, 2016.

WITNESS THE SEAL OF ONTARIO 5 PIN BOWLERS' ASSOCIATION

\_\_\_\_\_  
"John Cresswell"

President

\_\_\_\_\_  
"Mike Wilson"

Secretary

UNANIMOUSLY SANCTIONED AND CONFIRMED by the Board of Directors at the monthly meeting 12<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
"John Cresswell"

President

\_\_\_\_\_  
"Mike Wilson"

Secretary