



1.2 CONSOLIDATED FINANCIAL POLICIES

Purpose of policy

Subject to the *Societies Act of BC*, the elected Board of Directors of MSABC ensures overall responsible financial management of MSABC including financial accountability and transparency to its members and other stakeholders.

Policy

a. Annual Budget

The Board must agree to, and adopt, an annual budget.

An annual budget for the upcoming season is prepared by the Treasurer and is established at each Annual General Meeting.

b. Signing Officers

All contracts, documents, or any other instrument requiring the signature of the Organization shall be signed by two (2) of the Officers.

c. Funds Management

All money received by the Organization will be placed into a general fund with a reputable financial institution and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Board of Directors.

Adequate cash reserves of not less than the current annual budget, must be maintained for MSABC to conduct business.

Funds sufficient to cover budgeted expenditures of MSABC for the next six months are held in the society's general fund. Funds in an amount greater than this requirement are deemed surplus operating funds.

Surplus operating funds are generally held in one of the following:

- BC savings bonds,
- Canada savings bonds,
- or guaranteed investment certificates (GICs) that are covered by Canada deposit insurance.

For liquidity purposes, surplus operating funds may also be held in money market funds or as cash on deposit.



d. Bookkeeping, Financial Reporting and Auditing

MSABC presents a fair representation of the financial status of the organization at the AGM for the reference of all members.

The fiscal year end is August 31.

A double-entry accounting system shall be used to record all financial transactions.

Copies of all relevant material including invoices, cheque stubs, bank statements and investment statements shall be kept for each fiscal year. At least six (6) years of previous financial records must be archived.

All valid invoices are paid promptly. Invoices may be paid using e-transfers (up to a \$3,000 limit) or with cheques drawn on MSABC's general fund.

All financial statements are available electronically for member review upon request.

A Financial review is conducted on an annual basis.

The review may be performed either:

- by two non-Board members in good standing to attest that the expenditures were made for MSABC purposes, and the financial statements are fairly stated. The reviewers are to be appointed at the AGM. The non-Board-member reviewers cannot serve consecutive terms in this position.
- Or by an accountant directly appointed by the Board.

e. Expenses

All expenses will be supported with receipts and must be detailed to budget items, projects, or functions approved by the Board.

The Treasurer will provide expense forms.

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 Board's approval.

Any expenditure 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 MSABC unless determined otherwise by the Board.



Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the President (or designate) for approval of the advance. Other Submissions

f. Travel Expenses

Travel expenses related to MSABC business are fully reimbursed subject to signing officer approval.

Representatives may submit expense claims to the Treasurer for personal expenses incurred in performing their duties for the Organization. Generally, only expenses preapproved by the Board will be reimbursed - and only within 30 days of the incurred expense. Expense claims must include:

- The exact amount of each separate expense
- The date on which the expense occurred
- The place and location of the expense
- The purpose of the expense
- A receipt for the expense

At the beginning of each calendar year, the Treasurer shall notify all members of the Board of Directors of the vehicle allowance rate and the meal allowance rate.

Other travel expenses (ferry, air flight, cab, etc.) are reimbursed for economy travel. Reasonable efforts are to be made to select the most affordable mode of transportation factoring in time, convenience, safety and health. If the most affordable mode of transportation is not chosen, travel reimbursement shall be made for the amount of the most affordable option.

Hotel accommodation is reimbursed as required. Reasonable efforts are to be made to select the most affordable accommodation factoring in time, convenience, safety and health. If the most affordable accommodation is not chosen, hotel accommodation reimbursement shall be made for the amount of the most affordable option.

g. Credit Card

With the approval of the Board, the Organization may acquire credit cards for expenses on behalf of the Organization. The Board will determine who receives credit cards and what the credit card limits will be.

Credit card holders will be responsible for all charges made on credit cards issued in their name.

Credit cards must only be used for the payment of authorized items



For the purposes of this Policy, expenses included in MSABC's approved annual budget are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to a MSABC credit card.

Credit cards are not to be used for any personal expenses.

All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Organization's business.

Under no circumstances are cash advances to be drawn on the Organization's credit cards.

In addition, the following individuals have credit card responsibilities:

Cardholders must:

- not allow another person to use the card
- protect the pin number of the card
- only purchase within the credit limit of the card
- notify the credit card company if the card is lost or stolen
- keep the card with them at all times, or in a secure location
- forward to the President (or designate), on a monthly basis, all receipts for expenses charged to the card in the previous month
- surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued

The Treasurer must:

- ensure that each credit card issued to an individual is paid in full on a monthly basis
- review and reconcile each credit card statement on a monthly basis
- bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
- recover from the cardholder any funds owing for unauthorized expenses

h. Insurance coverage

MSABC does, at all times, maintain appropriate liability insurance for its members and the organization as determined periodically by the Board. MSABC also maintains Directors and Officers liability insurance for the clubs and the organization.



Insurance coverage may be purchased through Swim BC or purchase it separately.

i. Membership Fees

Membership fees are set annually.

The Annual Membership Fee for the upcoming season is established at each Annual General Meeting.

There is no proration of fees for memberships starting part way through the fiscal year.

j. General Financial Support

The Board will consider financial support for events and programs that promote Masters swimming in BC.

The financial support will be provided from Surplus Operating Funds.

Consideration of financial support for events and programs that promote masters swimming in BC will be made on a case-by-case basis

Review of policy

This policy shall be reviewed by the MSABC Board of Directors as required.

Adopted and in effect - April 29 - 2017

Reviewed – 12-January-2019

Reviewed – 1 January -2025

Masters Swimming Association of British Columbia