Financial Policy

Purpose
The purpose of this policy is to define the financial management policies, procedures and financial controls that guide the operations of Durham Attack Volleyball Club.

Application
This policy applies to all financial transactions conducted by Durham Attack.

Standards Followed
- Accounting Standards for Not-for-Profit Organizations (ASNPO)
- Generally Accepted Accounting Principles (GAAP)
- Canadian Institute of Chartered Accountants (CICA)

Principles
1. All financial transactions shall be governed by GAAP.
2. Financial statements shall be presented fairly in accordance with GAAP.
3. Financial management policies and procedures must be designed with the objective that Durham Attack can meet its day- to-day obligations without incurring debt or exceeding the agreed-upon budget and to maintain a stable and sustainable financial model for all levels of programming.
4. The long-term financial planning of Durham Attack is to seek opportunities to grow revenue and apply for government funding where it complements the organization's vision.
5. Make all programs self-sustainable while supporting operations and community programs, with an eye on continually growing service offerings as well as engaging potential sponsors.
6. When possible, funds will be allocated based on criteria as determined by external bodies or to program areas for which the funds were received from the external bodies.

Policy Statement
Durham Attack is committed to ensuring the ongoing and long-term financial health and stability of the organization by establishing a stable financial model and ensuring that it can successfully deliver on its mission, vision and values. Durham Attack will always conduct itself in a business-like fashion in both its day-to-day and long-term operations and activities, being mindful of its annual and long-term budgets that are in alignment with its strategic priorities.

Structure and Roles
External Auditor: The Auditor, which must be appointed for official auditing purposes a minimum of every three years or when a new Treasurer of the Durham Attack Board is elected. They are responsible for ensuring that sound financial and risk management principles, policies and processes are in place.

Specifically, the Auditor:
- Assesses risk to the organization;
- Reviews internal controls and financial management policies that manage these risks;
- Monitors the implementation of these policies by the Board of Directors, including the President and Treasurer;

- Reports to the Board of Directors on the above matters; and
- Meets annually with the Board of Directors before sign-off on the annual financial statements.

President and Treasurer: The Durham Attack President and Treasurer have overall responsibility for the day-to-day financial and risk management of the organization. This includes operating within budgets that are approved by the Board, with significant deviation requiring prior approval by the Board of Directors. They ensure compliance across the organization. The Treasurer is responsible for accounting, financial reporting, financial planning and analysis across the organization. They are also responsible for monitoring and ensuring compliance with the Canada Revenue Agency policies for operating as a non-profit organization.

Signing Authority and Delegation of Authority

Signing Authority – Banking and Cheques

- Signing authority shall be designated by the Board of Directors annually as per the election cycle. Signing authority should include two (2) of the President, Treasurer and Secretary.
- Cheques made out to a signing officer cannot carry the signature of that officer.
- A list of all cheques issued shall be given to the Board Treasurer for approval before release.
- Any loan or line of credit extended to the Club shall be signed by the two members of the Board of Directors, with Board approval.
- Approve all monies moved to a Durham Attack investment account from the Durham Attack operating account.

Credit

- In the case that the Treasurer recommends that Durham Attack obtain a loan from a lending institution, this recommendation must be approved by the Board.
- Corporate credit cards may be issued only to the Durham Attack Treasurer and in all cases must be approved by two other members of the Board of Directors. Card limit is determined based on the nature of the programming associated with the card.

Contracts

- The President is the signing authority for any contracts or other instruments in writing requiring the signature of the Club. Their signature is required for all contracts or other instruments in writing.
- If the President is unavailable for an extended period of time, the Board of Directors may designate another Durham Attack board member to act as a signing authority or may sign on behalf of Durham Attack with Board approval.
- Any contracts or instruments in writing that bind the organization or have a value over $1,000.00 (either in money payable or services agreed to) require prior approval by the Board.

Financial Planning

Budget

The Durham Attack fiscal year is July 1 to June 30. The proposed budget for a fiscal year will be presented for approval by the Board of Directors by June 30. Under certain circumstances, the budget will be reforecasted and presented to the Board for approval fifteen (15) days following the conclusion of the Fall registration period.

Reporting

The Treasurer shall prepare a monthly financial report to the Board of Directors outlining expenses, revenues and percentage of budget target.

Expense Claims
Refer to the *Travel and Expense information.*

Allocation of Board and Staffing Expenses
All allocations for board or staffing costs must be in line with the agreed-upon budget per program and will be reviewed by the Treasurer. The Treasurer has the right to change or disallow allocations as needed with approval from the Board.

All seasonal staff appointments (ie., Technical Director, House League Director, etc.) shall be considered Independent Contractors and must submit invoices to the Durham Attack Treasurer for processing.

Accounts Payable
Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within sixty (60) days. When required due to cash flow reasons, the President and Treasurer may decide to delay payments and must notify the Board of Directors immediately.

Accounts Receivable
Accounts receivable terms are net thirty (30) days from the date of invoice.
An up-to-date listing of accounts receivable shall always be maintained.
Any future business with an individual, agency or business with an account receivable that has been written off requires the approval of the President and Treasurer.
An individual, agency or business with an account receivable over 60 days may be subject to having their account frozen until a payment plan has been approved by the President and Treasurer.

Refunds
Refer to the *Refund Policy*.

Revenue Recognition
The Club follows the deferral method of accounting for revenue. Grants are recognized as revenue in the year in which the related expenses are incurred. Program fees are recognized as revenue when the programs are held. Investment income includes interest income, realized investment gains and losses, and, where applicable, charges for other than temporary impairment of investments.

Donated Services
The Association benefits greatly from donated services in the form of volunteer work to assist in carrying out its service delivery activities. Because of the difficulty in determining their fair value, donated services are not recognized on the financial statements.

Funding Agency Contributions
Contributions received from Volleyball Canada, Ontario Volleyball, the Ministry of Tourism, Culture and Sport (MTCS), Ontario Trillium Foundation, Canadian Sport Institutes, etc. may be subject to specific terms and conditions regarding the expenditure of the funds. The Club's records are subject to audit by MTCS and other funding agencies to identify instances, if any, in which amounts charged against contributions have not complied with the agreed terms and conditions and which, therefore, would be

refundable to that agency. If adjustments to prior years' contributions are requested, they would be recorded in the year in which the funding agency requested the adjustments.

Appointment of Auditors
In keeping with Durham Attack By-laws, at each Annual Meeting of Members, the members shall appoint an auditor to audit the accounts for Durham Attack and to hold office until the next Annual Meeting of Members.

Remuneration of the auditor shall be negotiated by the President and Treasurer, presented to the Board. Auditors' reports shall be published on the Durham Attack website and be available to all members