

St. Albert Pickleball Club Board Policies

Financial

Financial Controls

Policy:

1. The financial duties are distributed among authorized individuals for protection of assets.
2. Only those individuals who are authorized have physical or indirect access to money, blank cheques, credit cards and other valuable property.
3. Reasonable limits are placed on expenditures and authorities to expend.
4. All financial transactions are readily auditable.

Purpose:

To limit the opportunity for fraud, theft or financial errors as the executive of the SAPC has a fiduciary responsibility to the members.

Clarification:

1. This policy covers all aspects of dealing with money or equivalents like tickets, vouchers, valuables, drop-in venue sticker cards, and attendance records.
2. In general and unless otherwise stated, financial controls shall follow industry best-practice, shall allow for the use of electronic transactions, and shall not unduly impair operational or administrative efficiencies.

Controls for Bank Account and Accounting Systems Access:

1. Every board member shall have at least read-only access to electronic financial spreadsheets or accounting systems that contain a record of all incoming receipts and outgoing disbursements.
2. No more than three board members shall have:
 - a. electronic access to bank accounts and investments,
 - b. the ability to post or edit transactions to financial spreadsheets or accounting systems.
3. If financial spreadsheets are used to manage the club's accounting and:
 - a. if it is efficient to use and control access via the board's information management (IM) tool, these spreadsheets shall be stored and updated directly in the IM tool.
 - b. if the IM tool (e.g. Google Drive) does not easily allow for appropriate access controls and efficient operations, the financial spreadsheets used by the treasurer shall be uploaded monthly to the IM tool for all board access.
4. To maximize control and auditability, and to the extent permitted by the systems used, each person authorized to electronically access bank accounts or to make changes to accounting spreadsheets or systems, shall:

- a. have a unique password
 - b. use a password of at least 8 characters including at least one number, one upper case letter and one lower case letter
 - c. keep that password confidential
 - d. keep their bank account security question and answer confidential, and
 - e. change the password at least once a year and immediately upon change of account users.
5. If accounting systems or spreadsheets only permit the use of one password for read-write access, that shared password will be recorded by the secretary in a location or form only accessible to those with authorized access.
 6. The board shall designate the board members given read-write access to systems and shall review their designation whenever there is a vacancy or change in such an authorized person.
 7. Electronic bank statements shall be reviewed monthly by the treasurer and secretary, and downloaded and electronically posted in a location that can be read by other board members.
 8. Funds not required for immediate cash flow may be retained in the club's bank account or invested in low risk investments like GICs or term deposits in the same institution used for banking.
 9. Only the board can authorize the movement or establishment of a bank account or investment.

Controls for disbursements:

1. E-transfers, debit cards and cheques may be used to disburse funds. Cash will not be used except when the other forms of payment are not accepted by the vendor or are otherwise not possible.
2. No member of the board shall use a petty cash fund or hold cash for any disbursements.
3. Cheques are pre-numbered and used in sequence.
4. Blank cheque supplies shall be kept secure.
5. All used cheque numbers, even destroyed checks for \$0, are entered into the club's accounts.
6. Cheques are prepared by persons other than those who approve invoices for payment.
 - a. When the cheque preparer is the treasurer, the treasurer cannot also be the invoice approver.
 - b. E-transfers, fully trackable/auditable cannot be signed by two people, but as with cheques, the E-transfer issuer cannot also approve the invoice/receipt that supports the e-transfer.
7. The supporting receipts detail the reason for the expense and are either signed by the board member who authorized the expense or authorized by an email retained in club records.
8. Cheques are prepared with attached copies of the authorization of the expense, vendor invoices, receiving person's name and signature, and presented for signature with these attached.
9. Cheques are entered in the disbursement journal exactly as they have been prepared.

10. The board authorizes all cheque signers.
11. All cheques are signed by two persons.
12. Signing of blank cheques is not permitted.

Controls for receipts:

1. All cash and all cheques received must be deposited in the bank account.
2. The deposit is numbered sequentially. The deposit slip is retained for the audit team.
3. Pre-numbered receipts are given for donations, gifts, etc.
4. Cash received from venues or events are reconciled and signed by the coordinator/ captain and countersigned by the board member responsible for receiving the cash. If cash receipts exceed \$200, they shall also be counter-signed by another member in attendance at the venue or event.
5. When unused sticker cards are transferred from one person to another, a record will be kept of the transfer, will be signed by both parties and will detail the amounts being transferred.
6. Used drop-in stickers sheets and attendance records from venues or events are signed by the coordinator/ captain and turned over to the treasurer for summary, analysis, financial reporting and record keeping.
7. Cash amount received is reported via email within 24 hrs to the treasurer and to the secretary. Cash received is delivered to the treasurer within 7 days of the event. Attendance records with no cash involvement are turned in to the treasurer within 4 days of the month end to which they pertain.
8. The treasurer will store cash, cheques and valuables received in a secure place until deposited.
9. Receipts of cheques and cash valued over \$200 are deposited at least weekly. Cumulative amounts less than \$200 shall be deposited by the month-end in which they are received.
10. Disbursements that are within the budget, and are:
 - a. in accordance with an executed contract or
 - b. for regular office supplies, nets, balls, beginner paddles, name tags, shirts, web or other IT systems development or maintenance, recurring PayPal and banking fees, membership payments to Pickleball Alberta and Pickleball Canada, cheque printing, information printing/copying, banners, sandwich boards, postal box rental, play and AGM venue rental, food and refreshments for tournaments, volunteer meetings and annual meetings, first aid supplies, tournament referee fees, player-rating fees, and other similar recurring costs are considered normal and may be authorized by two board members or one board member and a committee coordinator or tournament director. All other disbursements require prior approval of the majority of board members.
11. Board members and committee chairs authorized to represent the club and having to travel by automobile may be reimbursed at the rate of 20 cents per kilometre in the following cases:
 - a. to attend a single specific meeting, seminar, conference, training, or similar event, and having to travel more than 40 km but less than 1000 km round trip, or

- b. to attend a series of two or more meetings in a 30-day period, such as meetings with other regional clubs, schools, or city representatives, where the cumulative distance travelled exceeds 40 kilometres.

Exceptions:

1. Where a play venue requires cash payment to caretakers for each use, and where it is possible and practical to collect cash from members for each use, such cash may be collected and paid directly to the caretakers. The venue captain will report the cash collected and paid in this manner to the treasurer, and the treasurer will enter both the receipt and disbursement in the club's accounts.
2. All other exceptions to this policy require board approval which is recorded in board meeting minutes.

Approved: February 18, 2019

Amended: May 16, 2019

Reviewed: