

FINANCIAL

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1.0 FINANCE**1.1 RESPONSIBILITY**

The Treasurer is responsible to develop policies which will ensure the proper management of the affairs of the S.B.A.

1.1.1 Major Concerns

- a. Budget and grants - preparation, submission, monitoring, revision, and follow-up.
- b. Fundraising - planning, licensing, operating, and follow-up.
- c. Membership Assistance Program (MAP.) - planning, promoting (via Category Chairpersons and S.B.A. reps), monitoring, and follow-up.
- d. Accounting - day to day bookkeeping practises, reporting, policy making, audit preparation, and presentation.

2.0 FINANCIAL POLICIES**2.1 FISCAL YEAR**

The fiscal year of the S.B.A. is July 1 to June 30.

2.2 SIGNING AUTHORITIES

- 2.2.1 The signing authorities of S.B.A. bank accounts shall be the following two: two members of the Executive Committee along with the Executive Director.
- .2 The Executive Director shall have in his possession a signing stamp baring the Treasurer's signature. In all cases written approval must be given prior to it's use.

2.3 BUDGET CONTROL POLICY

- 2.3.1. Final budgets will be drawn up by the Executive Director as approved by the Treasurer. Presentations to the membership and/or Board of Directors will be made by the Treasurer or Category/Committee Chair.
- .2 The Treasurer and E.D. are responsible to ensure preparatory budget information is made available to the category committees as required. Chairmen are responsible to ensure all team lists are finalized as soon as feasibly possible each season.
- .3 The Budget process shall normally follow the pattern outlined below:
 - a. Feb. 15 - chairmen should contact office for assistance with membership financial information.
 - b. Mar. 1 - Mar. 15 - staff will provide updated accounting information.
 - c. Apr. 1 - All budget projections shall be submitted to the Treasurer. Failing this the Treasurer will, as circumstances allow, submit the previous years totals or totals at his/her discretion.
 - d. Apr. 15 - The Treasurer and E.D. shall meet to put together the proposed budget for initial approval by the E.C.M.
 - e. The Sport Profile budget will be presented to the Board for approval at the May meeting.
 - f. May 15 - With approval from the Board, the budget can then be submitted to Sask Sport for their approval. Failing this the budget shall go to Sask Sport with approval from the E.C.
 - g. Upon receipt of the funding allocation from Sask Sport, the E.D. and Treasurer shall make final adjustments to the budget for formal presentation at the Planning Meeting & Fall General Meeting.
 - h. Once this budget has been formally accepted by the Board (Fall meeting) this will then be the guiding document which controls the financial decisions of the S.B.A. for the year in question.
 - i. Significant changes or requests for change from the categories must be approved by the E.C.M. and, in some cases, the Board of Directors (See Change Policy for full details).
 - j. It is the responsibility of the Treasurer (& meeting chairpersons) to ensure that all such changes are documented in all minutes for audit purposes.
 - k. In all cases, the input from the categories is vital to the accuracy of the budget process. Committee chairperson should pay attention to the ever changing needs and conditions of their membership in order that the budget may be tailored to best suit the needs of the S.B.A. in general.

- I. The Management Committee shall monitor & evaluate all budgets annually to ensure that they are designed to meet the long & short term goals of the association.

2.3.4 BUDGET CHANGE POLICY

Once budgets have been approved by the Board:

- a. Categories are expected to meet budget expectations. Careful preparation of budgets will be important in ensuring this occurs.
- b. Expenses - total expenses for all category/committee programs should not exceed budgeted expenses without prior approval from the Management Committee.
- c. Prior approval is required if more than 10% of total budgeted expenses is to be for non allocated purposes.
- d. No individual expense should be exceeded by more than 10% of the budgeted amount without prior approval from the Management Committee.
- e. Categories are expected to keep a close watch on income expectations and decrease expenses, where possible, to allow for the shortfall.
- f. The Executive may make & approve changes to the budget at the E.C. level without going back to the Board.

2.3.5 CATEGORY CONTRIBUTIONS

- a. In general the Senior, Non Contact, Mixed & (eventually) Masters categories are expected to break even or provide a surplus to the S.B.A in order that the Junior & Officials programs, administrative & promotional programs, rules & coaching programs, etc. can exist. The philosophy behind this is that by supporting Junior & Officials programs all categories will benefit.
- b. Junior programs must maintain an acceptable level of self support to be negotiated annually by the Executive.
- c. Each category is expected to submit realistic budget figures to the Treasurer according to the policy noted above. Budgets must be designed in order to meet identified improvements that are noted in year end evaluations. The Treasurer has the right to refer a budget submission, that is clearly not made with this concept in mind, to the Management Committee for review. In this case the chairmen will be required to resubmit the budget after addressing areas of difficulty noted by the Treasurer.
- d. At year end if a surplus is realized it is rolled into the general association surplus.

2.4 CONTROL OF FINANCES

- 2.4.1 The day to day accounting of the S.B.A. shall be the responsibility of the Executive Director. Day to day accounting refers to set up of cheques, making bank deposits, writing receipts, keeping ledgers, etc.
 - .2 The Executive Director's action will be monitored on a monthly basis by the Treasurer.
 - .3 Financial statements must be approved by the Treasurer prior to submission to the membership and committees of the S.B.A.
 - .4 SBA Payment Policy
 - 30 days payment on bills unless dated other wise
 - volunteers zero days if possible or ASAP
 - .5 Financial statements must be provided to the Executive as necessary during the season.

2.5 AUDIT

The Treasurer shall annually seek membership approval for the appointment of the Auditors at the Annual General Meeting.

2.6 CLAIM REGULATIONS

The following regulations will apply to all individuals and contingencies whose travel expenses are funded by the S.B.A.

- 2.6.1 Travel expense claims will only be honoured if submitted in proper form with verification in the form of receipts to the Provincial Office. Expense forms will be provided. (See Appendix).
- .2 A receipt must accompany each item claimed excluding per diems.
- .3 Payment of hotel accommodations will be made on the basis of the most economical rate available, commensurate with the function. Where feasible, the claimant is requested to share accommodation expenses.
- .4 Travel claims must be filed in proper form with the S.B.A. Office as soon as possible after the event. Whenever possible group travel is recommended to all events in order to keep costs down.
- .5 Where so designated by the Executive, a "report of the event" must be filed with the travel expense claim.

2.7 RIGHT OF REFUSAL

The Treasurer reserves the right not to pay any bill should this policy not be adhered to. The Executive Director is required to point out concerns he/she may have with any expense claim or bill submitted to the Treasurer.

2.8 ASSOCIATION CREDIT CARD/UNAUTHORIZED BILLING

No individual, without prior approval or budgetary authority, shall use the S.B.A. credit card or bill items to the S.B.A.

2.9 TRAVEL RATES – VOLUNTEERS AND EXECUTIVE

- 2.9.1 The mileage rate shall be \$0.25 a kilometre. Car pooling is required.
- .2 Daily per diems for S.B.A. volunteers are as follows:

In Province	Out of Province
\$28.00/day (\$6, \$8, \$14)	\$35.00/Day (\$8, \$10, \$17)

Daily per diems for S.B.A. executive are as follows:

In Province	Out of Province
\$40.00/day (\$8, \$12, \$20)	\$50.00/day (\$10, \$15, \$25)

Daily Per diem for Provincial event coordinator as follows: flat rate of \$75/day (plus mileage as indicated above).

- .3 Billeting is recommended. In the event that it is necessary to stay in a hotel/motel, individuals will be required to share accommodation if this opportunity is available. Should the individuals choose to stay on their own they shall be reimbursed on half the double room rate.
- .4 When possible volunteers are encouraged to reduce hotel costs by staying with friends or family. The SBA will pay \$15/night for non-hotel stays.

2.10 PURCHASES

The E.D. shall have the authority to purchase all items approved in the budget. Major purchases of \$100.00 or more must be approved by the Treasurer. Purchases of office furniture or equipment over \$500 must be approved by the E.C.M.

2.11 EXPENSE CLAIM FORM

Expense claim forms can be found in the appendix.

2.12 INTEREST

Interest will be assessed each month on overdue accounts at a rate of 24%/year.

The following items will not have interest assessed against them without a motion by the category committee of that member:

- Affiliation fees
- Registration fees
- Ticket rebates
- Provincial Championship entry fee
- Category bonds

Interest may be retroactive to original deadlines in some cases.

2.13 ACCOUNTS RECEIVABLE/PAYABLE AND BONDS

Chairmen shall review these items at each meeting of their group. Teams/individuals that refuse to clear up old accounts shall be disciplined at the category level.

Staff will send out periodic notices of overdue accounts.

2.14 EXECUTIVE COMMITTEE MEMBERS EXPENSES

E.C.M. expenses are for travel and long distance for business related to their position. When travelling to S.B.A. Board meetings reimbursement shall be from the Travel Pool account.

Expenses not used at year end are forfeited.

2.15 MEETING CLAIM POLICY

Upon invitation Executive members and the R.I.C. are encouraged to attend category or committee meetings and thus be eligible for claiming expenses. The purpose of their attendance should be outlined in the minutes.

The President is ex-officio for all committees and is eligible to attend all meetings.

3.0 SALARY AND HONORARIUMS

The Executive Committee has the power and is responsible to enter into contracts with staff as required.

All contract details and negotiations with staff are to be held confidential by E.C.M.'s save the information provided in the budget.

3.1 EXECUTIVE DIRECTOR

The contract of the Executive Director shall be negotiated and approved by the Executive Committee. It shall outline the annual salary, benefits, expenses, and any other details as agreed upon by the parties involved. This contract once signed by the Executive Committee is binding for the time period specified.

3.2 TECHNICAL DIRECTOR (if applicable)

The contract of the Technical Director shall be negotiated and approved by the Management Committee with recommendations from the Executive Director. It shall outline the annual salary, benefits, expenses, and any other details as agreed upon by the parties involved. This contract once signed by the Executive Committee is binding for the time period specified.

3.3 SECRETARIAL ASSISTANCE

The hourly wage of the Secretary shall be negotiated and approved by the Management Committee with recommendations from the Executive Director. A hiring agreement shall outline the hourly salary, benefits, expenses, and any other details as agreed upon by the parties involved. This agreement is binding for the time period specified.

3.4 HONORARIUMS

For volunteers of the S.B.A., whose services are required or requested by a club, province, school, or association, the payment of an honorarium for services rendered is not a prerequisite. The payment of any honorarium shall be negotiated between the three parties to their mutual satisfaction. Policy guidelines exist in some areas such as Clinic Instructors, refer to them for specific details and maximum allowable honorariums.

4.0 COMMITTEES

4.1 MANAGEMENT COMMITTEE – FINANCIAL RESPONSIBILITIES

4.1.1 Mandate

The Management Committee is responsible to monitor and implement the fiscal policies and plans of the association. All duties contained herein will be the responsibility of the Treasurer.

.2 Objectives

- a. To ensure a thorough, well prepared budget is presented to the Board and Sask Sport for approval.
- b. To develop or approve fiscal policies that will assist the Treasurer and Executive Director in the day to day operation of the association.
- c. To make funding recommendations on various programs such as MAP or SASK FIRST as directed by the E.C.M. or Board.
- d. Initiate required bylaw changes as the budget dictates.
- e. Advise fundraising chairperson of the total required self help.
- f. Provide direction to the category chairperson as to funds required from their categories.
- g. Be aware of the long and short term goals of the association so that financial and program plans can be coordinated.

4.2 MAP

Currently MAP operational responsibilities are assigned to each category. The E.C. via the Treasurer shall be responsible for all policy development for this program.

4.2.1 Objectives

- a. To develop policies and guidelines for the MAP program for approval by Sask Sport and the S.B.A. Board of Directors according to the directives of the Board.
 - b. Outline funding maximums and minimums. The E.C.M. is currently responsible to designate amounts to each category committee.
 - c. Monitor, as required, the operation of all ongoing MAP projects through category chairpersons.
 - d. Provide promotional materials required to category chairpersons in order that they may properly promote the MAP program to their members.
 - e. Final approval on all MAP applications, payments, and follow ups.
 - f. Evaluate all aspects of the MAP program annually to ensure continued enhancement of the program.
 - g. Contribute to the planning of the following seasons program.
- .2
- a. Categories which do not have an active chairman in place by Nov. 15 will not receive MAP funding. These funds will be allocated to the categories who have representation & someone who is responsible for their category.
 - b. All categories must have at least one committee meeting per fiscal year to be eligible to receive MAP funding.
 - c. No funding will be given out to Senior/Junior members who do not attend at least two of their specific category meetings in that fiscal year.

- .3 No funding will be given out to members unless the proper documentation is completed.
- .4 All MAP fund will become Executive Responsible and remain as one total rather than being separated to the categories.
 - a. Submission deadline Jan. 15
Approval Meeting - by Feb. 1st
2nd submission March 15
Approval meeting by April 1st
After this date remainder for Executive to utilize for projects as they deem appropriate
 - b. All Applications to go to office - office to facilitate mistakes and send corrected applications to chairs.
 - c. Categories to accept/reject submissions prior to meeting of Executive to allocate.
 - d. Follow up deadlines - April 15 then May 1st any follow up received on April 15 - may be corrected if mistakes are found by office. After April 15 submissions must be 100% correct.
 - e. Meeting of Executive after May 1st to allocate all money.
 - f. A percentage (determined by the MAP committee) of the total amount approved will be paid prior to May 1st for completed projects.

4.3 FUNDRAISING COMMITTEE

- 4.3.1 Mandate - the main goal of the committee is to ensure that sufficient funds are in place to allow the operation of planned S.B.A. programs and shall be formed at the request of the membership.

- .2 Voting

Chairperson - Ideally, the chairperson of this committee should be appointed from the general membership of the S.B.A. Should this not occur, it is the Treasurer's responsibility to ensure a chairperson is in place or assume the chair him/herself.

- .3 Objectives

- a. Develop, operate, and follow up fundraising projects which will satisfy budgetary needs.
- b. Enlist the support of category chairperson to promote and operate these projects.
- c. Solicit sponsors for the S.B.A. and its various programs from the business and corporate sector.
- d. Sell advertising for the newsletter. (Coordinated with the promotions chairperson).
- e. Promote and encourage membership support wherever and whenever possible for the name, image, and products of the sponsor.
- f. Publicly recognize the contributions of the sponsors (Coordinate with promotions chairperson).
- g. Ensure that proper licensing is in place for all fund raising projects.

4.4 ATHLETES ASSISTANCE

- 4.4.1 Mandate

All aspects of the Athlete's Assistance program are handled by the Minor committee with approval from the Management Committee. It is the committee's duty to ensure that A.A. funds are utilized in such away that the maximum benefit for the S.B.A. is received. Currently the program is operated by ranking athletes based on a strict approved criteria.

- .2 Voting

Each committee member will have a vote on all matters before the committee. Chairperson to cast tie breaking vote if required. Committee size to be determined by the Committee in question or by E.C.M.

- .3 Objectives

- a. To develop policies and guidelines for the A.A. program for approval by Sask Sport and the S.B.A. Board of Directors according to the directives of the E.C.M. and Board.
- b. Outline funding maximums and minimums.
- c. Monitor, as required, the involvement and performance of all recipients.
- d. Provide promotional materials required to category chairpersons (Junior and Senior only) in order that they may properly promote the A.A. program to their members.
- e. Final approval on all A.A. applications, payments, and follow-ups.

- f. Evaluate all aspects of the A.A. program annually to ensure continued enhancement of the program.
- g. Contribute to the planning of the following season's program.

5.0 GRANT PROGRAMS - INFORMATION

5.1 GENERAL INFORMATION

- 5.1.1 Application for Sask Sport Grants must be made through and with the approval of the S.B.A. President and Treasurer as well as particular committees they may impact on.
 - .2 Grant criteria concerning all Sask Sport funding can be received from the Executive Director.
 - .3 All grant requests must be made to the S.B.A. in writing in time to be reviewed by the executive or committee it pertains to at one of its meetings prior to the event or project being undertaken. Grants are currently available from the S.B.A. for the following:
 - Membership Assistance
 - Athlete Assistance
 - Clinics (See Technical)
 - Sask 1st
 - .4 The S.B.A. will make available up to 0% of the allotted grant money prior to the event.
 - .5 Grant money will be distributed upon completion of the follow-up report forms.

5.2 ATHLETE ASSISTANCE PROGRAM

- 5.2.1 Funding for the athlete assistance program is provided by Sask Sport in conjunction with the S.B.A.

- .2 Goals and Objectives

The purpose of the Athlete Assistance program is to:

- assist and recognize individual athletes whose standards rank them at National level or that display National level potential with their elite broomball training.
- assist and recognize athletes representing Saskatchewan at the National Junior Broomball Championship.

- .3 Awards

In addition to the athletes representing the province at Junior Nationals, a limited number of awards will be given to individual athletes considered by the selection committee to be elite.

Applicants must:

- a. Demonstrate above average skill, interest, and dedication to the sport of broomball and programs of the S.B.A.
- b. Demonstrate past history of broomball involvement (playing and non-playing) and commitment to future broomball development.
- c. Be a member in good standing of the S.B.A. throughout the application year.
- d. Actively train and compete on a recognized Junior or Senior calibre team for the application year.

5.3 MEMBERSHIP ASSISTANCE PROGRAM

The MAP program is a grant program sponsored by Sask Sport through the S.B.A. The program is intended to assist S.B.A. members with the development of grassroots broomball programs. Funds are made available to applicants who have met the requirements of the MAP guidelines via each category committee.

5.4 HOSTING GRANTS

The Regional and National Hosting grants will be made available to qualifying tournaments should the S.B.A. not be hosting events of this nature.

6.0 TICKET SALES POLICY

The SBA annual raffle is designed to assist qualifying SBA programs such as Junior, Officiating, Coaching, etc. with the cost of participation in Broomball through mandatory membership sales. As well the raffle should assist the Treasurer with balancing the above noted budgets by attracting a number of outside agents to sell tickets. The goal of the raffle is to have all member funds raised through the raffle returned to qualifying members to assist them with their programs. This is done by attracting enough outside sellers to cover raffle expenses.

The determination of qualifying groups will be as per the guidelines received annually from the Sask. Gaming Commission.

6.1 OPTIONAL SALES

All groups selling tickets for the SBA raffle must first complete an optional sales contract (See Appendix). This contract will ensure that the groups in question follow the rules of this policy and of the Sask Gaming Commission and qualify to be a recipient group.

The Executive Director has the authority to restrict the number of tickets distributed in any area of the province in order to protect SBA member's ability to sell tickets and to avoid over-saturating any given area.

6.2 REBATE

Optional sellers must return all proceeds from raffle sales from which an administration fee based on the number of tickets sold will be deducted as follows:

6.2.1 Books 1 - 20 \$15.00/book, Books 21 on \$10.00/book

.2 +20 Status: (must have sold 20 books total in the previous season to receive +20 rates)
All Books \$10.00/book

.3 Large groups selling \$10,000 or more will be required to submit only \$8.00/book for sales over that amount.

.3 Lost books will be considered as sold.

.4 Partial books must note the total of tickets sold (e.g., 17/24). The charge for partial books is \$0.625/ticket.

.5 Groups requesting a large amount of tickets will be asked to put up a non refundable guarantee, at the discretion of the Executive Director, to ensure a minimum return for the number of books taken.

6.3 RETURN OF RAFFLE PROCEEDS AND TICKETS

According to Gaming Commission policy all groups must provide the SBA office with accurate details on total income received. The seller must also provide all tickets, a summary and a cheque for the total amount received to the SBA by March 1st The cheque will then be deposited in a raffle bank account. The SBA will in turn issue a cheque to the seller for their calculated return. In all cases the SBA will make an effort to hold the deposit of the sellers cheque until the rebate has been issued, received and cashed. Sellers must contact the SBA immediately upon receipt of the SBA cheque.

6.4 SBA MEMBERS

SBA members, as a requirement/benefit of registration, receive SBA tickets to assist the association in meeting budgetary concerns as follows:

- 6.4.1 Senior - 20 books
- Junior - 15 books
- Non Contact - 15 books
- Mixed - 0
- Masters - 0

Administration of these tickets is the responsibility of the team/league rep. All books must be returned to the SBA office by March 1st. Funds from the sale of these tickets are used to support approved broomball projects throughout the province.

- 6.4.2 Teams that wish to sell tickets must request them, through the office. They will not be sent in advance without a written request from

6.5 TICKET GRANTS

SBA tickets will be made available to qualifying groups free of charge as long as all proceeds go towards establishing broomball programs. Groups must apply in writing and must provide a complete follow up report (similar to MAP grant program) in order to be eligible.

As noted earlier all funds must come into the SBA office and then they will be returned to the groups. In some cases should funds not be available under MAP this option will be offered to groups to make up some or all of their project costs or the self help portion of their budget.

Applications will be assessed individually. No criteria currently exists as to who is eligible.

6.6 FINDERS FEES

Qualifying SBA members & categories receive a finders fee for bringing in optional sellers as follows:

	<u>SBA</u>	<u>CATEGORY</u>	<u>FINDER</u>
BOOKS 1 - 20:	\$10	\$5	\$0
BOOKS 21+ or +20 status:	\$6	\$0	\$4

Finders receive no financial benefit from the proceeds of lost books.

The Category of sales groups with +20 status do not receive any financial benefit as noted in the above chart.

Whatever fee is determined to be returned to the finders by the category must go through the local league as credits towards SBA fees only. No cash will be returned to leagues/teams/individuals.

No credit will be given out for optional sellers for the finder unless their team or league exists the following year. If for some reason they do not exist, the league/category will retain the funds and use them as they see fit.

6.7 LOW PERCENTAGE SELLERS

SBA staff have the right to require a \$1.00/book minimum guarantee for unsold books for any groups that have, in the past, sold a low percentage of the books they received. Any group lower than 40% sales may receive this levy depending on the number of books they request and the final sales figures. If groups such as this do sell an acceptable percentage of the tickets received this fee would not be assessed.

The intent of this policy is to ensure some groups do not hold tickets (and thus, potential profits) when they do not intend or are not capable of using them.