

FINANCIAL

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**1.0 FINANCE**

**1.1 RESPONSIBILITY**

The Treasurer is responsible for developing policies which will ensure the proper management of the affairs of the SBA.

**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 SBA reps), monitoring, and follow-up.
- d. Accounting - day to day bookkeeping practises, reporting, policy making, audit preparation, and presentation.

## 1.2 Liquidation/Dissolution of Association

Upon dissolution of the Corporation and after payment of all debts and liabilities, its remaining property shall be distributed to charitable organizations which carry on their work solely in the province of Saskatchewan.

## **2.0 FINANCIAL POLICIES**

### 2.1 FISCAL YEAR

The fiscal year of the SBA is July 1<sup>st</sup> until June 30<sup>th</sup>.

### 2.2 SIGNING AUTHORITIES

2.2.1 The signing authority of the Corporation shall be vested in the Officers of the Corporation and such other persons as the Board, by Ordinary Resolution, may authorize in specific instances. The signatures or electronic authorization of any two of these Officers or persons shall be required on any financial instrument of the Corporation.

### 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 Executive Director are responsible to ensure preparatory budget information is made available to the category committees as required. Category/Committee chairs 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 - chairs 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 their discretion.
  - d. Apr. 15 - The Treasurer and Executive Director shall meet to put together the proposed budget.
  - 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.
  - g. Upon receipt of the funding allocation from Sask Sport, the Executive Director 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 (May meeting) this will then be the guiding document which controls the financial decisions of the SBA for the year in question.
- i. Significant changes or requests for change from the categories must be approved by the Board of Directors.
- 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 chairs 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 SBA in general.
- l. 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 Board may make & approve changes to the budget

#### 2.4 CONTROL OF FINANCES

- 2.4.1 The day-to-day accounting of the SBA 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 SBA
  - .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 SBA.

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 .

.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 SBA 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 Board, 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 SBA credit card or bill items to the SBA

## 2.9 TRAVEL RATES – VOLUNTEERS AND EXECUTIVE

2.9.1 The mileage rate shall be \$0.50 a kilometre. Carpooling is recommended

.2 Daily per diems for SBA executive/volunteers are as follows:

\$52.00/day
(\$12, \$15, \$25)

Daily Per diem for Provincial event coordinators and SBA delegates to Westerns/Nationals as follows: flat rate of \$75 for ½ day and \$150 for a full day (plus mileage as indicated above when applicable).

## 2.10 PURCHASES

The Executive Director 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 Board (or designate).

## 2.11 EXPENSE CLAIM FORM

Expense claim forms are provided by the SBA.

## 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
- Provincial Championship entry fee
- Category bonds

Interest may be retroactive to original deadlines in some cases.

## 2.13 ACCOUNTS RECEIVABLE/PAYABLE AND BONDS

Category/committee chairs 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 BOARD EXPENSES

Board expenses are for travel and long distance for business related to their position. When travelling to SBA 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, Board 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 Board 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 Board save the information provided in the budget.

#### **3.1 EXECUTIVE DIRECTOR**

The contract of the Executive Director shall be negotiated and approved by the Board. 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 Board 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 Board is binding for the time period specified.

#### **3.3 HONORARIUMS**

For volunteers of the SBA, 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 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 Board 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 SBA Board of Directors according to the directives of the Board.
  - b. Outline funding maximums and minimums. The Board 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 season's 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 Board Responsible and remain as one total rather than being separated to the categories.
- a. Submission deadline Jan. 15  
Approval meeting by April 1st
  - 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 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 Board 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 SBA 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 SBA. Should this not occur, it is the Treasurer's responsibility to ensure a chairperson is in place or assume the chair themselves.

##### .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 SBA 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 Minor Committee's duty to ensure that A.A. funds are utilized in such away that the maximum benefit for the SBA 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 Board.

##### .3 Objectives

- a. To develop policies and guidelines for the A.A. program for approval by Sask Sport and the SBA Board of Directors according to the directives of the 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 Athlete Assistance program to their members.
- e. Final approval on all Athlete Assistance applications, payments, and follow-ups.
- f. Evaluate all aspects of the Athlete Assistance 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 SBA 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 SBA 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 SBA for the following:
  - Membership Assistance
  - Athlete Assistance
  - Clinics (See Technical)
- .4 The SBA will make available up to 100% 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 SBA

- .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 SBA
- 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 SBA 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 SBA. The program is intended to assist SBA 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 SBA not be hosting events of this nature.