

FINANCIAL POLICY

Type: Governance

Policy Number: 37

Authority: Board of Directors

Date Approved: January 2023

Date Revised: November 2024

1.0 Rationale:

- 1.1 The MWPA is a Not-For-Profit organization and as such, all fundraising, fees, sponsorship, and grants will be used for the on-going development of water polo.
- 1.2 The purpose of this Policy is to guide the financial management practices of the MWPA.

2.0 Definitions:

- 2.1 The following terms have these meanings in this Policy:
 - 2.1.1 “*Representative*” – Individuals employed by, or engaged in activities on behalf of, the MWPA including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the MWPA.
 - 2.1.2 “*Fiscal Year*” - The MWPA’s fiscal year will be as described in the Bylaws.

3.0 Budget and Reports:

- 3.1 The MWPA Board will develop and approve an annual budget which will contain the total anticipated expenditures and revenues.
- 3.2 The Treasurer (or designate) will quarterly, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet to the Board for approval.
- 3.3 The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
- 3.4 The financial statements of the MWPA will be audited by an auditor appointed by the Board, if required by *The Corporations Act*, CCSM c.C225.

3.5 The MWPA will file a T2 Corporation Income Tax Return each fiscal year.

4.0 Banking – Revenue

4.1 Registration fees shall be reviewed annually by the Treasurer who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.

4.2 All money received by the MWPA will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the MWPA, as determined by the MWPA's Board.

4.3 All money received by the MWPA will be deposited, in the name of the MWPA, with a reputable financial institution.

5.0 Bank Reconciliation:

5.1 The Bank Statements will be reconciled to the general ledger on a monthly basis. On a quarterly basis, the Treasurer or other members of the Finance Committee will review and initial a copy of the Bank Reconciliation to indicate their review and approval.

6.0 Petty Cash:

6.1 The petty cash fund will not exceed \$100 and shall be operated for small incidental cash purchases not to exceed \$15. When the cheque request is submitted for payment it should indicate the total amount needed to bring the fund back up to \$100.

7.0 Online Banking:

7.1 Online banking may be used, however internal controls must be in place to ensure all banking transactions comply with MWPA financial procedures.

7.2 Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and transactions receipts must be maintained.

8.0 Signing Officers

- 8.1 In the absence of any resolution to the contrary passed by the Board, all deeds, contracts, securities, bonds and other document(s) require the signature of two signing officers.
- 8.2 Copies of all deeds, contracts, securities, bonds and other document(s) will be made available for review by the Board if requested.
- 8.3 All contracts, documents, or any other instruments in writing requiring the signature of the MWPA shall be signed by at least two of the following:
 - 8.3.1 President
 - 8.3.2 Treasurer
 - 8.3.3 A Director appointed by the Board as a signing authority
 - 8.3.4 Executive Director
- 8.4 All cheques or e-transfers under \$10,000 require signatures from two (2) of the following:
 - 8.4.1 President
 - 8.4.2 Treasurer
 - 8.4.3 Executive Director
- 8.5 All cheques or e-transfers of \$10,000 or above require signatures from the following:
 - 8.5.1 President
 - 8.5.2 Treasurer
- 8.6 The Board may authorize other persons to sign on behalf of the MWPA.
- 8.7 All cheques payable to any signing authority will not be signed by that signing authority.

9.0 Expenses:

- 9.1 Requests for purchases require the following:
 - 9.1.1 All purchases must be approved by the Treasurer or Executive Director.
 - 9.1.2 Purchases over \$5,000 also require the approval of the MWPA Board.
- 9.2 All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the MWPA's Treasurer.

- 9.3 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.
- 9.4 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 the MWPA unless determined otherwise by the Board.

10.0 Accounts:

- 10.1 Accounts receivable terms are net ninety (90) days from the date of invoice.
- 10.2 Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

11.0 Credit Card

- 11.1 With the approval of the Board, the MWPA may acquire credit cards for the use of staff members who are required to make purchases on a regular basis related to their duties on behalf of the MWPA.
- 11.2 The Board will determine who receives credit cards and what the credit card limits will be.
- 11.3 Credit card holders will be responsible for all charges made on credit cards issued in their name.
- 11.4 Credit cards must only be used for authorized payments that include:
- 11.4.1 Payment of actual and reasonable expenses incurred on authorized MWPA business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the MWPA
 - 11.4.2 Purchase of goods or budgeted items
- 11.5 For the purposes of this Policy, expenses included in an annual budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an credit card.
- 11.6 Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.

- 11.7 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 MWPA business.
- 11.8 Under no circumstances are cash advances to be drawn on MWPA credit cards.
- 11.9 In addition, card holders must:
 - 11.9.1 not allow any other person to use the card
 - 11.9.1 protect the pin number of the card
 - 11.9.2 only purchase within the credit limit of the card
 - 11.9.3 notify the credit card company if the card is lost or stolen
 - 11.9.4 keep the card with them at all times, or in a secure location
 - 11.9.5 on a monthly bases, forward to the Treasurer all receipts for expenses charged to the card in the previous month
 - 11.9.6 surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- 11.10 The Treasurer must:
 - 11.10.1 ensure that each MWPA credit card is paid in full on a monthly basis
 - 11.10.2 review and reconcile each credit card statement on a monthly basis
 - 11.10.3 bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
 - 11.10.4 recover from the cardholder any funds owing for unauthorized expenses

12.0 Expense Claims

- 12.1 Representatives may submit expense claims to the Treasurer (or designate) for personal expenses incurred in performing their duties for the MWPA. Generally, only expenses pre-approved by the MWPA Treasurer (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:
 - 12.1.1 The exact amount each separate expense
 - 12.1.2 The date on which the expense occurred
 - 12.1.3 The place and location of the expense
 - 12.1.4 The purpose of the expense
 - 12.1.5 A receipt for the expense
- 12.2 Representatives may submit expense claims to the Treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial or national meetings; provided the expected expense

reimbursement amount is pre-approved by the Treasurer (or designate).

- 12.3 Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Treasurer for approval of the advance.

13.0 Travel and Accommodation Expenses

- 13.1 Air travel is to be booked through the MWPA whenever possible. Air travel including fares and itineraries is to be approved in advance by the Treasurer. In no circumstance will fares above the economy fare be reimbursed.

- 13.2 Car travel will be reimbursed at the mileage rate specified in this Policy and will not exceed cost of available economy airfare.

- 13.3 Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. For car rentals, it is the responsibility of the renter to ensure that adequate insurance that properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI, or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.

- 13.3.1 Whenever possible, the Representatives who are attending the same event should travel together. However, only the driver may submit car-related expenses.

- 13.4 Accommodation will be reimbursed based on single occupancy for the MWPA President and the Executive Director. All other accommodation will be reimbursed based on double occupancy. Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstances with consideration given for proximity to business events and for location of events. Hotel receipts will be required for reimbursement, as a charge card slip does not provide sufficient information.

- 13.5 The MWPA will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

- 13.6 A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the table below and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

- 13.6.1 When travelling with the Provincial Team, Representatives cannot claim a per diem if they consume the same meals provided to the

athletes.

13.7 Alcohol is not an allowable expense.

13.8 Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	\$0.40 per kilometer	
Travel – Air	Economy	Prior approval required
Breakfast within Province	\$10.00	Receipts not required
Lunch within Province	\$14.00	Receipts not required
Dinner within Province	\$21.00	Receipts not required
Breakfast out of Province	\$14.00	Receipts not required
Lunch out of Province	\$18.00	Receipts not required
Dinner out of Province	\$32.00	Receipts not required
Accommodation	Double occupancy	Receipt required
Accommodation	Single occupancy	Receipt required
Accommodation with Friends or Family	\$40.00 / day	Receipts not required
Incidental expenses	\$50 per day	Receipts not required

13.9 The MWPA will not reimburse for costs above the specified rates without prior approval of the Treasurer. Where costs above the specified rates are approved, receipts must be provided.

14.0 Entertainment Expense:

14.1 Entertainment expenses are reimbursable when the expense is directly related to business. These expenses include the purchase of a meal for a business associate or associates while conducting business. A senior employee shall pay the bill and submit it on their expense report. Original receipts must support all claims and include names of attendees and purpose of the

expense. Maximum allowable tip amount shall not exceed 20%

15.0 Other Expenses

- 15.1 MWPA Representatives may be reimbursed for long distance telephone calls provided the expenses were the related to MWPA duties. Expense claims for telephone expenses must include the name of the person called, his or her connection to the MWPA, and the purpose of the call.
- 15.2 Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.
- 15.3 No payment will be made in lieu of time away from other employment for Representatives.
- 15.4 No out-of-pocket expenses can be claimed where a travel allowance/per diem is also claimed.
- 15.5 Mobile phone charges are not claimable.

16.0 NSF Charges

- 16.1 The MWPA will charge a twenty-five dollar (\$25.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque or money order.

17.0 Replacement Cheques

- 17.1 Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
- 17.2 Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee.
- 17.3 Lost or missing cheques that have not been claimed by the MWPA's year end will not be reissued.

18.0 Equity/Operating Reserve

- 18.1 The target for the minimum operating reserve fund or minimum equity level is 12 months of the MWPA's average operating costs. The calculation of average monthly operating costs includes all ongoing committed expenses, for example salaries & benefits, rent, storage, office admin costs like phones, internet, and set programming costs. The amount of the equity / operating reserve will be reviewed annually.