

Financial Policy			
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1 Purpose

The purpose of this Policy is to guide the financial management practices of Sail Manitoba and its affiliates and representatives.

2 Definitions

Within this Policy, the following terms are defined:

- a. *“Association”* - refers to Sail Manitoba
- b. *“Representative”* – Individuals employed by, or engaged in activities on behalf of, the Association, including: coaches, conveners, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Association

3 Policy

3.1 Role

The Association will function as a Not-For-Profit Association and all fundraising, fees, sponsorship, and grants will be used for the ongoing development of the sport.

3.2 Fiscal Year

The Association’s fiscal year will be April 1 – March 31.

3.3 Signing Authority

3.3.1 Signing Officers

All cheques, contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by at least two of the following:

- a. President as a signing authority
- b. Treasurer as a signing authority
- c. The Executive Director as a signing authority

Any contracts, documents or any other instruments in writing which have been approved in the Association's budget that are under \$1,000 are not subject to this section and may be executed by the Treasurer or any individual delegated with signing authority by the Board.

All cheques payable to any signing authority will not be signed by that signing authority.

3.3.2 Other Documents

In the absence of any resolution to the contrary passed by the Board, the deeds, contracts, securities, bonds and other document(s) require the signature of two signing officers. The Board may authorize other persons to sign on behalf of the Association.

Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of the Association will be made available for review by the Board if requested.

3.4 Budget & Reporting

- a. The Association's Board will develop and approve an annual budget, which will contain the Association's total anticipated expenditures and revenues.
- b. The Treasurer (or designate) will, at each meeting of the Board, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) to the Board for approval.
- c. The Treasurer (or designate) will, at the Annual Meeting, present Financial and Audited Statements as required by applicable legislation and any other report as determined by the Board.
- d. The financial statements of the Association will be audited by an auditor appointed at the Annual General Meeting.
- e. The Association will file a T2 Corporation Income Tax Return quarterly.

3.5 Revenues

- a. Membership and Registration fees shall be reviewed annually by the Executive Director, who will make recommendations to the Board, which shall approve fees for each year well in advance of the start of the registration year.
- b. All money received by the Association will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Association, as determined by the Association's Board.
- c. All money received by the Association will be deposited, in the name of the Association, with a reputable financial institution.
- d. The Bank Statements will be reconciled to the general ledger on a monthly basis.
- e. The Association is not set up for any petty cash.

3.6 Accounts Payable/ Receivable

Accounts receivable terms are net ninety (90) days from the date of invoice. 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.

3.7 Expenses

3.7.1 General

- a. Requests for purchases require the following:
 - i. All purchases must be approved by the Executive Director.
 - ii. Purchases over \$5,000 also require the approval of the Association's Board.
- b. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Association's Executive Director.
- c. 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.
- d. Any expenditure not approved within the annual budget must be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Association unless determined otherwise by the Board.
- e. Association Representatives may submit expense claims to the Association's Executive Director for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Association Executive Director.
- f. The Association 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.
- g. Executive Director's expenses will be approved by the Treasurer and/or President.

3.7.2 Jurisdiction

For the purposes of expense reimbursement, the Association has two areas defined:

- **Local:** Venues or locations that are within ~130km of Winnipeg. These constitute any site for which it would be reasonable for a representative of the Association to drive to and back from in a day as might be needed (e.g. Gimli).
- **Non-Local:** Venues or locations that are more than ~130km of Winnipeg. Generally defined as locations that an individual cannot reasonably commute to and back in one day and would require an overnight stay. (e.g. Kenora)

The Association will only pay Per Diem as well as accommodation expenses to Non-Local locations, if billeting is not provided.

3.7.3 Travel Expenses

- a. Air travel is to be booked through the Association whenever possible. Air travel including fares and itineraries is to be approved in advance by the Treasurer. In all circumstances the lowest available fare should be purchased.
- b. Car travel will be reimbursed at the mileage rate specified in this Policy and will not exceed cost of available economy airfare, unless warranted (i.e. towing a trailer)
- c. Car rentals will be reimbursed where authorized. Reimbursement will be for the minimum vehicle size required, rented through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. For car rentals, it is the responsibility of the renter to ensure that adequate Collision, Comprehensive and Third-Party Liability Insurance 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.
- d. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.
- e. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses.
- f. The Association will not provide reimbursement for speeding tickets or fines for any other violations.

3.7.4 Accommodation Expenses

- a. 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.
- b. Accommodation will be reimbursed based on single occupancy for the Association's President only.

3.7.5 Meal Expenses

A Representative attending an event in or out of the province 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.

3.7.6 Entertainment Expenses

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. The expense shall be pre-approved by the Executive Director. The employee shall pay the bill and submit it on his/her 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 15%

3.7.7 Petty Cash

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.

3.7.8 Other Expenses

Association Representatives may be reimbursed for long distance telephone calls provided the expenses were Association-related. Expense claims for telephone expenses must include the name of the person called, his or her connection to the Association, and the purpose of the call.

Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

3.8 Electronic Banking

The Association will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Associations financial procedures (such as the type of allowable uses for online banking transaction, number of signers).

No one person should handle all of the transaction; the proper segregation of duties at all times must be followed. 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 print outs transactions receipts must be maintained.

3.9 Credit Card

- a. With the approval of the Board, the Association may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Association. The Board will determine who receives credit cards and what the credit card limits will be.
- b. Credit card holders will be responsible for all charges made on credit cards issued in their name.
- c. Credit cards must only be used for authorized payments that include:
 - i. Payment of actual and reasonable expenses incurred on authorized Association 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 Association
 - ii. Purchase of goods or budgeted items
- d. For the purposes of this Policy, expenses included in an annual Association 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 Association credit card.

- e. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.
- f. 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 Association business.
- g. Under no circumstances are cash advances to be drawn on Association credit cards.
- h. Cardholders must:
 - i. Not allow another person to use the card
 - ii. Protect the pin number of the card
 - iii. Only purchase within the credit limit of the card
 - iv. Notify the credit card company if the card is lost or stolen
 - v. Keep the card with them at all times, or in a secure location
 - vi. Forward to the Association's Executive Director, on a monthly basis, all receipts for expenses charged to the card in the previous month
 - vii. Surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
 - viii. In relation to the Association's credit cards, the Association's Executive Director must:
 - ix. Ensure that each credit card issued to an individual is paid in full on a monthly basis
 - x. Review and reconcile each credit card statement on a monthly basis
 - xi. Bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
 - xii. Recover from the cardholder any funds owing for unauthorized expenses

3.10 Not Sufficient Fund ("NSF") Charges

The Association 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.

3.11 Replacement Cheques

Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place. Cheques that need to be replaced due to loss will be assessed a twenty-five-dollar (\$25.00) administration fee.

Lost or missing cheques that have not been claimed by the Association's year end will not be reissued.

3.12 Equity/Operating Reserve

Refer to the Operating Reserve Policy.

4 Procedure

4.1 Expense Claims

Representatives may submit expense claims to the Executive Director for expenses incurred when out of province or multi-day in-province travel is required. Generally, only expenses pre-approved by the Association's Executive Director will be reimbursed according to the schedule below - and only within thirty days of the incurred expense. Expense claims must include:

- a. Name of the person(s) claiming the expense
- b. The exact amount of each separate expense
- c. The date on which the expense occurred
- d. The place and location of the expense
- e. The purpose of the expense
- f. A receipt for the expense

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

Item	Rate
Accommodation (to be approved in advance)	Amount Paid, Receipt Required
Travel – Personal Vehicle	\$0.40 per km
Travel – Personal Vehicle, Towing	\$0.80 per km
Travel – Airfare (to be approved in advance)	Lowest Economy, receipt required
Per Diem	-
▪ Breakfast	\$15.00, no receipt required.
▪ Lunch	\$20.00, no receipt required.
▪ Dinner	\$30.00, no receipt required.
Other Charges (to be approved in advance)	Amount Paid, Receipt Required

A Representative attending an event in or out of the province where meals are not provided may request a per-diem allowance (up to \$65) before attending the event. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

5 Governance, Review, & Approval

The roles and responsibilities for the oversight, review and delivery of this policy are identified as follows:

- **Executive Director:** Administration and regular review of this policy
- **Sail Manitoba Board of Directors:** Responsible to review and approve