



Nanaimo Diamonds Artistic Swimming Club (NDASC) Finance Policy

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1. Fiscal Year

1.1. The Fiscal Year is **September 1st** to **August 31st** of the following year.

2. Organisational Signing Authority

2.1. Signing Officers

The Association signing officers are **Club President, Club Vice-President, Treasurer & Secretary**.

2.2. Financial Signing Authority for Cheques, Drafts, Notes and other Negotiable Instruments must be signed by two signing officers, of which one must be the **Club President** or **Treasurer**.

2.3. Signing Authority for Contracts, Deeds, Licences or Engagements

Documents requiring only one signature may be signed by either the **Club President, Vice-President** or **Treasurer**. The **Club President** is the primary signatory for contracts and legal agreements. Documents requiring two signatures will be signed by the **Club President, Vice-President** and/or the **Treasurer** and one other signing officer.

3. Principles for Internal Controls

3.1. Financial procedures should ensure a segregation of duties between different aspects of the Nanaimo Diamonds Artistic Swimming Club's financial controls. No single person is solely responsible for making, approving and recording any single financial transaction.

3.2. In principle:

- a) The individual who authorises a transaction will not be the person responsible for recording that transaction in the accounting records; and
- b) The individual who approves payment of an invoice may be one of two signing officers who signs the applicable cheque and/or approves electronic payments; however,
- c) The back-up paperwork, with approval signature and with original or a legible electronic copy of receipts attached, should be reviewed by each signing officer before they sign the applicable cheque and/or electronic payment. All finances/payables are reviewed monthly at a Board meeting.

- d) A signing officer should not authorise their own expense form or other request for personal payment.
- e) Expenses must be signed by any two signing officers, however, the back-up paperwork must be reviewed and approved by a third signing officer if one of the two signing officers is a staff person.
- f) Notwithstanding, any two signing officers can sign for the **City of Nanaimo, Kin Pool, Nanaimo-Ladysmith Public Schools, BC Artistic Swimming or Canada Artistic Swimming** transactions without a third-party review.

4. Financial Management Responsibilities

4.1. Treasurer

The Treasurer is responsible for overseeing the day-to-day financial management of the association and will:

- a) ensure that all activities are properly recorded;
- b) ensure that monthly financial statements, with variance to budget, are produced for review;
- c) advise Executive as required about financial procedures and systems;
- d) monitor the on-going financial position of the Club in relation to cash flow;
- e) reconciling financial records and bank statements;
- f) review and authorise invoices, expense claims and cheque requisitions prior to processing;
- g) ensure timely deposits of revenue;
- h) preparing monthly and annual financial statements;
- i) ensure the timely completion of all reports to the provincial and/or federal government as may be required for taxes and other financial reporting;
- j) ensure the timely completion of reporting for funders and other grant or funding sources, as required;
- k) develop the draft budget with support from the Board of Directors;
- l) annually review and update the Chart of Accounts as necessary;
- m) prepare relevant Grant applications together with the Club Executive.

5. Financial Statements

5.1. Monthly Statements

Financial Statements will be produced monthly for review and discussion by the Club Executive by the Treasurer.

6. Receivables and Payables

6.1. Receivables

- a) Monthly program fees, Club Registration and Insurance costs are all paid in advance.

6.2. Payables

- a) payment will only be initiated upon receipt of a proper invoice from the applicable company, or an approved Expense Form with original receipts or a legible electronic copy of the applicable receipts attached, or to remain in compliance with a signed contract or service agreement (on file) with timed payments, or other original documentation;
- b) all requests for payment must be authorised by a signing officer upon receipt of invoices or expense claim form with receipts before a cheque and/or electronic payment is created;
- c) credit card receipts must be accompanied by the original receipt or a legible electronic copy of the applicable receipt.

7. Records Management

- 7.1. All financial records for the current year and the immediate prior year must be kept at the association's head office in a secure location.

- 7.2. Financial records for a minimum of seven (7) years total will be stored off-site in a secure location, fully accessible by at least two (2) of the following: the Club President, Vice-President, Treasurer and/or Secretary.

- 7.3. Audited Financial Statements or Review Engagements and/ or Year-end Financial Statements (minimally Balance Sheet and Statement of Operations) for all other years in which the association has been active will be kept in a secure location for historical reference.

8. Financial Accountability

- 8.1. Financial accountability and oversight is the collective responsibility of the Club Executive. As such, Directors must review statements as distributed, and ask questions of the Treasurer in order to understand the information for which the Directors are accountable.

9. Reserve Funds

- 9.1. The Nanaimo Diamonds Artistic Swimming Club may maintain a reserve fund to ensure the growth, stability of the mission, programs, employment, and ongoing operations. The reserve fund is intended to provide an internal source of funds for situations such as an unanticipated loss in funding or reduction in membership, delay in grant payments, or uninsured losses. Reserve funds are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of the Nanaimo Diamonds Artistic Swimming Club for the reserve fund to be replenished within a reasonably short period of time should it need to be used.
- 9.2. In the event that the Nanaimo Diamonds Artistic Swimming Club maintains a reserve fund, the Club Executive will review, on an annual basis, the balance of the reserve and shall determine if the funds should be or continue to be invested in accordance with the Nanaimo Diamonds Artistic Swimming Club Bylaws.
- 9.3. The reserve fund should represent a minimum of one (1) month and maximum of six (6) months of its base operating budget and a maximum value of \$60,000.00.
- 9.4. Expenditures from the reserve fund must be authorised by a two-thirds (2/3) majority vote by the Club Executive in office.
- 9.5. The Treasurer, in consultation with the Board of Directors, will identify the need for access to reserve funds and confirm that the use is consistent with this policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required. Board approval through a formal motion is required to access reserve funds.

10. Reporting and Payments to Provincial and Federal Authorities

- 10.1. The Nanaimo Diamonds Artistic Swimming Club will file all annual reports to BC Societies and WorkSafe BC as required by law.
- 10.2. The Society will make all payments required to the appropriate provincial or federal governments or regulatory agencies authority in a timely manner. This will include, but is not necessarily limited to employee taxes, EI and CPP, WorkSafe BC, GST, PST, donations or any other requirements.

11. Financial Transparency

11.1. In addition to the Club Executive, financial information for the association will be available as follows:

a) Membership Access to Records

The books and records of the association are available for review by a member in good standing with ten (10) days' written notice, and may be viewed virtually.

b) Staff and Committee Review

Staff and non-Director committee members will be given Project / Program revenue and expense statements against approved budgets, in the areas for which they are responsible. The frequency of reporting will depend on the program and financial activity and is at the discretion of the Club Administrator.

c) The Membership will also review the financial statements at the Annual General Meeting.

12. The Budget

12.1. Development and Approval of the Budget

A draft budget for the next fiscal year is developed prior to the end of June annually by the Treasurer. The draft budget is presented to the Club Executive before the end of the current fiscal year for preliminary review with the final approval when major contributions are confirmed.

12.2. Review of the Budget

The budget will be reviewed against actual revenue and expenses at the appropriate meeting of the Club Executive around the six-month period of the fiscal year. Budget revisions may be made in extraordinary circumstances.

12.3. Transparency of the Budget

The preliminary and approved budgets and notification of any subsequent revisions, or applicable portions thereof, will be available to applicable staff, committees and project managers as is necessary in the fulfilment of their duties.

13. Membership Fees

13.1. Setting Membership Fees

The Nanaimo Diamonds Artistic Swimming Club will set membership fees each year and publish the fee level at least one month before the start of membership registration. Fees will be posted on the Nanaimo Diamonds Artistic Swimming Club website, with specific notification of any change sent to clubs and posted in the newsletter.

13.2. Collection of Fees

The Nanaimo Diamonds Artistic Swimming Club membership fees are paid to the Nanaimo Diamonds Artistic Swimming Club by registered families in accordance with club fee schedules and are due by September 30th each year.

13.3. Reimbursement of the Nanaimo Diamonds Artistic Swimming Club Membership Fees

Any reimbursement of the Nanaimo Diamonds Artistic Swimming Club membership fees is strictly and solely at the discretion of the Club Executive.

14. Reimbursement of Nanaimo Diamonds Artistic Swimming Club Program Fees

14.1. Athletes who withdraw from the Nanaimo Diamonds Artistic Swimming Club must provide written notice to the Board at nanaimodiamonds@outlook.com. Pre-paid monthly program fees or competition fees will not be reimbursed for the month in which notice is given.

15. External Review of Financials

15.1. Certified Public Accountant (CPA)

A CPA will be appointed as part of the business of each Annual General Meeting. The professional accountant must be qualified to conduct an External Review in British Columbia in accordance with the BC Society Act.

15.2. External Review

The books and accounts of the organisation will be reviewed each year within 9 months of the end of the fiscal year.

15.3. Presentation of the Reviewed Financial Statements

The Prepared and Reviewed Financial Statement will be presented to the membership by the Treasurer at the Annual General Meeting each year. Once approved, the President

and the Treasurer will sign the original and two copies of the Reviewed Financial Statements. The Reviewed Financial Statement will be available upon request to the Club Administrator after the Annual General Meeting.

16. Purchases or Commitment to Purchase by the Nanaimo Diamonds Artistic Swimming Club

16.1. Board Members, Coaching Staff, or other Volunteer Coordinators may commit to the purchase of office equipment, office supplies, technical resources, medical or technical supplies, or merchandise for resale. All purchases must be pre-approved by the Executive.

17. Expense Claims

17.1. Forms

The most current Nanaimo Diamonds Artistic Swimming Club [Expense Claim Form](#) must be used when requesting reimbursement of personal expenses for Nanaimo Diamonds Artistic Swimming Club-supported activities.

17.2. Expenses Claim Submission and Approval

Expense Claims should be submitted to the Treasurer with all original receipts or a legible electronic copy of the applicable receipts within 14 days of the meeting, activity, event or trip. Expense Claims will be reviewed and approved by the Treasurer. Approval of Treasurer Expense Claims will be by the Club President or an authorised signing authority.

16.3. Please view additional Reimbursement policies in the [Nanaimo Diamonds Training and Travel Reimbursement Policy](#) drafted 01 November 2022 for further detail.

18. Depreciation of Fixed Assets

18.1. Equipment is recorded at cost less accumulated amortisation. Amortisation is provided over their estimated useful lives at the following annual rates:

Furniture and Equipment	40% declining balance
Computer hardware and software	40% declining balance

In the year of acquisition, amortisation is provided for half the year.

18.2. The Association reviews equipment for impairment whenever changes in circumstances indicate that the carrying amount of an asset may not be recoverable from expected undiscounted future cash flows and eventual disposition.

19. Confidentiality

19.1. The Nanaimo Diamonds Artistic Swimming Club staff and directors will act in accordance with the Nanaimo Diamonds Artistic Swimming Club Confidentiality Agreement.

20. Application/Jurisdiction

20.1. This policy applies to all Nanaimo Diamonds Artistic Swimming Club coaches, contractors, directors, officers, referees, officials, volunteers, athletes, members, family members of participants, partners, spectators and sponsors. For purposes of this policy, incidents requiring disciplinary measures may occur:

- a) at Nanaimo Diamonds Artistic Swimming Club sporting events or training sessions;
- b) at Nanaimo Diamonds Artistic Swimming Club meetings, conferences, events and training sessions;
- c) while travelling to or from Nanaimo Diamonds Artistic Swimming Club activities; and,
- d) in any other location where disciplinary measures relating to involvement with Nanaimo Diamonds Artistic Swimming Club may occur.

Access to this Policy will be provided to all members. By using these policies, all parties agree that they will not commence any action, legal or otherwise, against Nanaimo Diamonds Artistic Swimming Club.