

EDMONTON YOUTH ORCHESTRA POLICIES, PRINCIPLES & PROCEDURES

FINANCIAL MANAGEMENT POLICY (Updated November 29, 2020)

POLICY STATEMENT:

The Edmonton Youth Orchestra Board is required to provide prudent management of the financial assets and physical property of the Association and to provide policy and oversight for its financial transactions. The Music Director and General Manager report to the Board and are required to carry out their roles in compliance with this Board policy, and in the spirit of prudent financial management.

SCOPE:

This policy applies to all financial activities of the Edmonton Youth Orchestra Association. Any financial activities that are not covered by this policy need to be directed to the President or Treasurer for discussion with the Executive or Board as deemed necessary, and then brought to a Board meeting for possible inclusion.

FINANCIAL HOLDINGS:

A detailed spreadsheet of Association bank accounts, GIC's and Term Deposits will be maintained which will be shared with the Board upon request. This spreadsheet will include dollar amount, institution and contact info, and financial terms.

The President and Treasurer will be consulted when GIC or Term Deposit renewals are required.

Current bank account information will be maintained on the above referenced spreadsheet or a separate summary document.

Association bank accounts, GIC's and Term Deposits will be placed with Canadian CDIC insured financial entities only up to the insured amount per CDIC legal entity (currently \$100,000).

A mix of short and long term investment renewal dates will be maintained.

A summary of the physical assets of the Association will be maintained and shared with the Board upon request.

LONG TERM ASSETS:

Endowments, bursaries and scholarships will be established by the Board for both perennial activities and longer term Association goals.

BUDGET:

A budget will be brought forward at the latest by the May Board meeting. The budget will be presented for membership ratification at the Association Annual General Meeting.

ACCOUNTING:

The Association will use Quickbooks software to manage its activities. The General Manager will manage input of transactions into the program. The Treasurer will review the inputs and a financial report will be provided at each Board meeting. An interim financial report may be requested at the discretion of the Board.

CONTRACTS:

New Association contracts in excess of \$500 that the Association enters into must be Board approved.

- The General Manager or Music Director may engage in discussions regarding new contracts over \$500. The President must be informed of such discussions.
- The Board may authorize the signing of a contract over \$500 by the General Manager based on complete documentation of terms, conditions and cost.

New contracts valued at \$500 or less that the Association enters into may be signed by the General Manager.

- Board approval is not required for such expenditures, but details of the signed contract must be brought forward at the next Board meeting.
- The General Manager is required to share ongoing contract details with the Executive Committee prior to signing.

Renewal of existing contracts that have not materially changed may be signed by the General Manager on behalf of the Board.

- The contract renewal details need to be brought forward by the General Manager at the next Board meeting.
- The General Manager is required to share ongoing contract details with the Executive Committee prior.

STAFF AND CONTRACTOR CONTRACTS:

The Board Executive Committee extends, negotiates, reviews and renews the financial aspects of staff and contractor contracts and Terms of Employment on behalf of the Association. All updates will be brought to the Board for final approval.

- Executive or Review Committees will perform annual staff and contractor reviews, in compliance with the requirements of the Association Bylaws.

CHEQUES AND SIGNING OFFICERS:

The President, Treasurer and the General Manager are the signing officers for the Association.

All Association cheques will require two signing officer signatures.

- Signing officers can only sign completed cheques.
- The General Manager will manage the cheque signing process and co-ordinate arrangements for signatures with the other signing officers.
- Signing officers are not permitted to sign cheques for payments that are for themselves or related parties.

SPENDING GUIDELINES AND AUTHORITY:

The General Manager is authorized to purchase items for the Association that are in the normal course of Association business.

- Expenditures less than \$500 do not require Board approval.
- Expenditures \$500 or greater require Board approval.
- Exceptions are expenditures that are approved by the Board through an adopted budget, or through specific motions.
- The Board will be updated on all spending outside normal practice at its next meeting.
- Full disclosure of receipts and associated paperwork must be supplied to the EYO Treasurer for approval of expense payments.

CREDIT CARD POLICY:

An Association credit card may be provided for use by the General Manager, under terms to be determined by the Board.

OTHER BANKING FUNCTIONS:

On-line banking functionality such as E-Transfer payments, point of sale purchase and debit withdrawals are not permitted.

Point of Sale purchases are not permitted, with the exception of payments to the CRA.

On-line bill payments require Board approval, unless expenses are identified in Exception List 'A'.

POLICY REVIEW PROCEDURE:

This Policy document will be reviewed annually by the Board at the first meeting after the Annual General Meeting, or more frequently as required due to feedback from Board members, the General Manager or the Music Director

- The President will co-ordinate any reviews and proposed changes
- The Board may change this policy at any time at their discretion
- Any Board member, the General Manager or the Music Director may initiate a Board discussion of this policy at a Board meeting or ask to include it on the meeting agenda.

POLICY REVIEW DATE: TBA

EFFECTIVE DATE: March 25, 2020

REVISION HISTORY: June 11, 2020 (replaced 'institution' with 'CDIC member' in Financial Holdings section. November 29, 2020 (updated CDIC, Contracts references, Credit Card Policy, other minor wording changes)

CONNECTION TO BOARD POLICIES: EYO policies will be reviewed annually by the EYO Board

**EDMONTON YOUTH ORCHESTRA
FINANCIAL MANAGEMENT POLICY**

EXCEPTION LIST 'A' - ONLINE BILL PAYMENTS

Great West Newspapers

Intact Insurance

Shaw Cable Systems

Virgin Mobile