

# ***Financial Policies and Procedures***

## ***Springwater Sports Heritage***

Version: 2

Board Approved: September 19, 2023

## Financial Procedures for Springwater Sports Heritage

Springwater Sports Heritage (SSH) is a non-profit organization composed of volunteers that have established an operational relationship with the Township of Springwater. The Board provides leadership, governance, succession planning, operational and strategic accountability. The Board is governed by an established [codified constitution](#) available on its website.

One of the fundamental operational interactions with the Township is the financial processes. To help ensure safe and secure financial practices are maximized and well managed all SSH financial activity must flow through the Township's financial structure. SSH appreciably benefits from the orderliness, reporting, accountability and auditing support.

All financial policies currently approved by Springwater Township will be followed and adhered to by SSH. Any amendments and/or new financial policies that are adopted by Springwater Township will also be adhered to by the SSH Board.

**Annual Budgets** – Annually the SSH Secretary Treasurer will assemble and present a proposed annual budget to the Board for discussion and approval. The Board and Committee Chairpersons will have significant input into the development and direction of the budget based on priorities set out each year by the Board. The approved budget may have a projected deficit if there are sufficient funds in the Reserve Account. By/at year end the Reserve Account will reflect the actual surplus/deficit and net outcome for the fiscal year.

The annual budget shall be discussed, established and approved through the September/October period each year. Where appropriate SSH will utilize/follow relevant Township budget preparation documents created to support the annual Township's budgeting process. Once approved by the Board the Secretary Treasurer will forward a copy to the Township of Springwater Director of Finance (or designate) for it to be included in the Township's Annual Budget.

After SSH has approved its budget any changes/additions must be proposed, discussed and approved by the Board. If this occurs the Secretary Treasurer will forward a copy of the revised budget to the Township of Springwater Director of Finance (or designate) for their records.

**Fiscal Year** – The Fiscal Year is from January 1 to December 31.

**Regular Reporting** – As part of each Board meeting a financial report will indicate the inflows and outflows for the reporting period and any outstanding expenses or receipts. Copies of the report will be made available to all board members and be included in the minutes. It is the duty of each Board Member to ensure that they review and understand the financial reports that are provided. The report will be the official report provided to the Township.

**Signing Authority** – All invoices shall be made out to the **Township of Springwater c/o Springwater Sports Heritage**. It's expected all purchases will align with SSH's approved budget. Payment of all invoices must be approved by the Secretary Treasurer (or designate) and a second member of the

Board. The Secretary Treasurer (or designate) shall then, via an email to the Township of Springwater Director of Finance (or designate), confirm and request payment on behalf of SSH.

**Unforeseen Activity** – Any unforeseen/unapproved financial related activity must be addressed by the Board as soon as possible. As appropriate, the Chairperson, Vice Chairperson or Secretary Treasurer shall take the lead and communicate with all Board Members. Should the matter be significant in nature the Township of Springwater Director of Finance (or designate) shall be advised as soon as possible. The lead shall resolve the matter in a timely and appropriate manner.

**Expenditures and Capital Purchases** – All expenditure purchases will follow the Township’s current [“Procurement By-Law”](#) including standard purchases, competitive bid processes and gifts in-kind. The Township work flow process related to payments or procurements should be followed to ensure timely payments and accuracy. All cheques for approved payments will be issued by the Township on behalf Springwater Sports Heritage.

**Credit Cards** - Credit card transactions, for SSH expenditures, should be avoided if possible. It’s expected that an invoice will be provided by the vendor and flow through the Board and Township approval and payment practice.

**Income Tax Receipts** – If the issuance of an income tax receipt is required, SSH should be made aware at the time the organization/individual makes the donation. SSH will then notify the Clerks Department (clerks@springwater.ca) that an income tax receipt is required. The Clerks Department will work with the Finance Department and an income tax receipt will be sent directly to the organization/individual who made the donation.

**Deposits** – All cheques/cash/credit card payments to Springwater Sports Heritage will be made payable to **“Township of Springwater”** with **“c/o Springwater Sports Heritage”** clearly noted as appropriate/required to ensure the deposit be made to Springwater Sports Heritage account.

**Chart of Accounts** – The chart of accounts is provided by Springwater Township. SSH will formulate its Financial Statements’ headings/categories to assist the Board in summarizing, analyzing and reporting its financial activity.

**Revenues (1-550-031-~~#####~~)**

- Advertising (421110)
- Donations (481126)
- Ticket Sales (481147)

**Expenses (1-550-111-~~#####~~)**

- Materials & Supplies (532201)
- Advertising (532234)
- Maintenance Website (532282)
- Promotional Expense (Venue) (532331)
- Memberships (532380)

**Independent Financial Reviews** - A financial review will be completed by the Township through their year-end audit process. Any concerns about the financial health or financial practices of Springwater Sports Heritage will be brought to the attention of the Board.