

FINANCIAL MANAGEMENT POLICY

Approved October 14, 2023

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) GAAP: Generally accepted accounting principles as published by CPA.
 - b) CPA: Chartered Professional Accountants Canada.
 - c) Individuals: Registered participants including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team management, health care and other staff.
 - d) Finance and Audit Committee: A committee of Diving Plongeon Canada (DPC) established by DPC's Board of Directors, in accordance with the DPC by-laws.
 - e) Financial Management: The system of policy and procedures to ensure that financial information is produced in a timely, accurate and complete manner, and that safeguards the assets of the Organization.
 - f) Risk Management: An explicit and organized process used to identify, assess, and manage risks to better achieve desired outcomes, in a manner that is consistent with DPC's mission, vision and values.
 - g) The Organization: The Organization refers to DPC.
 - h) National Office: For the purpose of this Policy, the National Office shall refer to DPC's offices located in Ottawa, Ontario.

POLICY STATEMENT

2. DPC is committed to ensuring the ongoing and long-term financial health and stability of the organization to ensure that it can successfully deliver on its mission and mandate. Accordingly, risk management is an ongoing activity of the Board of Directors, Chief Operating Officer (COO) and Chief Technical Officer (CTO) to support activities and operations. DPC will establish financial management practices that allow it to conduct itself in a business-like fashion at all times in both its day-to-day and long-term operations and activities, respectful of its approved annual and long-term budgets.

PURPOSE

3. The purpose of this Policy is to guide the financial management practices of DPC.

SCOPE AND APPLICATION

4. The COO has overall responsibility for the day-to-day financial management of the organization. This includes operating within budgets that are approved by the Board of Directors, with material variances in revenues, expenses reported to the Finance and Audit Committee and the Board of Directors.

5. The COO ensures compliance, across the organization, with the internal financial objectives established by the Finance and Audit Committee. The COO reports to the Board of Directors and the Finance and Audit Committee as required.
6. The COO is responsible for accounting, financial reporting, financial planning and analysis across the organization. The COO is also responsible for monitoring and ensuring compliance with the Canada Customs and Canada Revenue Agency policies for operating as a Registered Canadian Amateur Athletic Association. The COO reports to the Board of Directors.
7. The Board of Directors and the Finance and Audit Committee and COO are responsible for ensuring that sound financial and risk management principles, policies are in-place. The COO is responsible for the financial processes in place.

PROVISIONS

8. DPC will ensure all financial transactions and financial statements are in accordance with GAAP.
9. DPC will ensure operating decisions are consistent with risk management guidance and as much as possible, within the approved budget.
10. Unbudgeted programming in excess of \$200,000 in either revenues or expenditures, and \$100,000 in net surplus or deficit, requires the approval of the Board of Directors.
11. Additional financial reports shall be prepared in accordance with Government of Canada/Sport Canada guidelines.
12. It is a financial objective of DPC that it be able to meet its day-to-day obligations without incurring debt. It is also a financial objective to have a debt facility in place should it ever be needed.
13. It is a long-term financial objective of DPC to support a decreasing dependence on government revenue and increasing development of non-government revenues. As well, it is a long-term financial objective to establish a minimum level of accumulated surplus to support operations (I think we should quantify – three months of operations can continue without government support but can include tapping into existing lines of credit – my suggestion).

SIGNING AUTHORITY – BANKING AND CHEQUES

14. Signing authority shall be delegated from the Board of Directors and implemented by the COO.
15. For amounts lower than \$5,000, the signing authorities will be the COO, the Chief Technical Officer (CTO) or the Director of Strategic Alliances. For amounts of \$5,000 to \$50,000 the signing authorities will be two of either the COO, the CTO, or the Director of Strategic Alliances. For amounts over \$50,000, the signing authorities will be the COO, the Director of Strategic Alliances, or the CTO, plus the President or the VP Finance.
16. Cheques (including electronic funds payments) made out to a signing officer, cannot carry the signature/approval of that officer. In cases where this is not possible, a third signing officer must initial the cheque requisition or back-up documents.
17. Budgeted or approved disbursements exceeding CAD \$20,000 requires prior approval and signature (which may be in electronic form) of either the COO or the CTO.
18. Budgeted or approved disbursements exceeding CAD \$100,000 shall require the approval and signature (which may be in electronic form) of the COO along with notice to the Chair of the Board of Directors and the Chair of the Finance and Audit Committee.
19. The signing officers for any loan or line of credit extended to DPC shall be the COO and the President.

CONTRACTS

20. The COO or the CTO are the signing authorities for any contracts or other instruments in writing requiring the signature of the Organization. Their signature is required for all contracts or other instruments.
21. Any contracts or instruments in writing that bind the organization for more than 12 months or have a value over \$200,000 (either in money payable or services agreed to) require prior review and approval by the Board of Directors.

CREDIT

22. In the case that the COO or Finance and Audit Committee recommends that DPC obtains a loan from a lending institution, this recommendation must be reviewed by the Finance and Audit Committee and presented to the Board for approval.

FINANCIAL PLANNING

23. DPC's fiscal year is September 1st to August 31st. The proposed budget of a fiscal year will be presented for review and approval to the Board of Directors by October 31.

CASH ADVANCES

24. Cash advances may be made to any employee or volunteer for any DPC activities. Prior approval of the cash advance must be obtained from the COO, the CTO, or the Program Manager.
25. Expense reports must be submitted within thirty (30) days following completion of the (month in which the) activity for which the cash advance was issued. Cash advances outstanding at August 31, (DPC year-end) are payable no later than sixty (60) days following the year-end.

EXPENSES AND EXPENSE REPORTING

26. Expenses are to be claimed/reported no later than thirty (30) days following the month end date of the expense.
27. All expenses must be supported with receipts, except in the case of per diem allowances. Expenses not supported with official receipts will not be reimbursed.
28. Individuals conducting business on behalf of DPC will be subject to established travel and expense limits.
29. The relevant program staff must sign off on all expense claims.

APPOINTMENT OF AUDITORS

30. In keeping with DPC by-laws, the members shall at each Annual Meeting appoint an auditor to perform an audit of DPC and to hold office until the next Annual Meeting.
31. Remuneration of the auditor shall be negotiated by the COO.
32. The Auditors' reports shall be published in the DPC Annual Reports and available to all members and the public.

COMMUNICATIONS

33. This policy must be effectively communicated to all those who are responsible for upholding and implementing the policy.

RESOURCES

34. Volleyball Canada, Finance Management Policy
35. DPC Finance Policy, revised

REVIEW

36. This Policy will be reviewed every two years or as decided by the COO and/or the DPC Board of Directors.