

## FINANCIAL POLICY

### PURPOSE

The purpose of this financial policy is to outline the general financial operating policies and procedures of Field Hockey Canada (“FHC”).

### SCOPE AND APPLICATION OF FINANCIAL POLICY

Any Board or committee volunteer, staff, *athletes*, *officials* or general members of FHC.

The policy will apply to:

- Human Resources
- Annual Operating Budget
- Approval of Documents
- Travel and other reimbursements
- FHC Purchasing and Property Damage
- Insurance
- Audits
- Donations
- Revenue/Income/Receivables
- Trust Funds
- Fund raising

### HUMAN RESOURCES

- Employee Policies – please refer to Policy no. FHC98-O10 – Employee Policy
- Compensation/Classification Policies - Policy no. FHC98-O10 – Employee Policy
- Professional Development/Education - Policy no. FHC98-O10 – Employee Policy
- National Team Support Staff honoraria ranges to be determined by the *National Coaches* and reviewed annually.
- The national office must be in receipt of signed contracts/agreements prior to issuing honoraria, credit cards, cash advances, etc. to staff.

## **ANNUAL OPERATING BUDGET**

- The annual operating budget of the FHC is a statement of proposed expenditures for a particular fiscal year. The budget is a proposed plan of action for FHC programs. It identifies the proposed sources of funds to finance programs, as well as the functional nature of the expenditures (for example, staffing, development, national teams). When approved by the Board of Directors, this document is FHC's authorization to incur expenditures and to collect and apply the revenues to the appropriate activities.
- Fee for Service will be consistently administered across all programs. Thus upon national office receipt of deliverables such as reports, service, expense claims, etc., as well as the respective signed fee for service agreements or invoices, the payments will be made. (2008)
- The annual budget will be approved and monitored by the Board of Directors as follows:
  - the draft budget prior to fiscal year-end 31 March
  - June/July, post government and funding agencies notices of funding
  - September - November Board meeting.
- The financial objectives of FHC may change from time to time but as a general rule they are as follows:
  - an accumulated surplus of approximately \$100,000
  - to have established an operating cash balance of \$200,000
  - to be able to fully apply annual funding to the programs on a go forward basis. (March 2000)
- The costs incurred regarding discipline issues shall be allocated to the related program budgets, i.e., high performance, domestic, etc. (Oct 98)
- Any annual budget over-expenditures not pre-approved by the Board will be carried over into the next fiscal year by the respective programs.

## **APPROVAL OF DOCUMENTS**

- The FHC staff and volunteer positions with Signing Authority are President, Secretary/Treasurer, Executive Director, and Financial Assistant.

## **TRAVEL AND OTHER REIMBURSEMENTS**

- All FHC travel will be booked through the association's travel agent and paid for on the FHC credit card. Any deviations from this must be pre-approved by the Executive Director. Any changes travelers wish to make in regard to their itineraries after a ticket is issued must be done by them directly with the travel

agent and billed to a personal credit card. All travel to meetings, events, etc., is expected to be done in a timely fashion in order to access the best possible fares.

- Field Hockey Canada will not fund travel for Board, staff and work unit members from a place other than within Canada. (Oct 98). FHC will pay for a round-trip domestic ticket from each athlete's departure city. For athletes who live abroad, FHC will reimburse a maximum of \$600 for any practice/tournament/event occurring in Canada. Travel support for Senior level athletes may differ greatly from the support provided for junior or development level athletes.
- International representatives attending PAHF and FIH meetings will be funded to one meeting/year (accommodation and travel only).
- Field Hockey Canada will not be responsible for payment of accounts where invoices are received more than one (1) fiscal year after the expenses were incurred. (June 98)
- FHC Expense claims must include original receipts for all expenses except meals.
- Cash advance reports must be returned to the national office within (30) days after return from or completion of the project.
- The Aeroplan points will be distributed as follows:
  - based on the approved annual budget
  - points available to be used
  - options programs have for other funding, e.g., coaching apprenticeship, special education, etc.
  - the balance in program budgets at time of request

Beyond those points pre-approved in the annual budget, the Executive Director will determine the further distribution of points throughout the fiscal year.

## **PURCHASING**

- All major FHC purchases (\$1500 +) must come through the national office so the property can be put into inventory and as necessary properly insured.
- FHC equipment purchases as required, will be amortized over 2 years; 45% of total cost in fiscal year purchased and remainder in subsequent fiscal year.

## **INSURANCE AND PROPERTY DAMAGE**

- FHC purchases insurance for its property, members as indicated in the bylaws and liability risks, as specific circumstances require. The policy has been approved by

the Board of Directors. The Executive Director has been delegated the responsibility for procurement of insurance.

- All national team athletes must be enrolled in the Canadian Athlete Insurance Program (CAIP) prior to participating in a FHC program. The level of program and payment for the program to be recommended and determined by the *National Coaches*.
- FHC equipment not properly insured, stored or maintained which results in the equipment being stolen, damaged or lost, will result in the individual having to reimburse FHC or replace the equipment.

## **AUDITS**

- The Board of Directors has delegated responsibility to the Executive Director to serve as the liaison with the government and appointed auditors. The Executive Director and Financial Administrator are responsible for coordinating the external audit activities conducted on Field Hockey Canada.
- The FHC auditors are approved at each Annual General Meeting. The annual FHC auditors report will be signed by two members of the Board.

## **DONATIONS**

- Tax Receipts – please refer to Policy no. FHC03-O13 – Tax Receipt Policy
- Athlete Donations – please refer to Adopt A Team guidelines, Athlete Sponsorship agreement and Policy no. FHC03-O13 – Tax Receipt Policy

## **REVENUE/INCOME/RECEIVABLES**

- The Executive Director has been delegated responsibility and authority for the following:
  - develop and issue necessary operating policies and procedures for the handling of revenue, income and receivables
  - provide general supervision of these operations
  - develop and maintain processes and systems as may be required.
- The President and Secretary or Treasurer will provide the national office with signature stamps in order to facilitate the day to day operations of the association.
- The annual membership fees and deadline for payment of all membership fees is set at the Annual General Meeting. This information will be posted on the FHC web site and distributed to the Provincial Associations annually.

- Annually any outstanding balance of membership fees which remains unpaid by December 31 shall be subject to a 5% penalty. A further 5% penalty shall be calculated on the outstanding balance at the end of each month beginning on 28 February. (June 98)
- Program levies/fees/invoices that remain “uncollectable” for more than six months (without arrangements being made with the national office to pay) will be charged to the respective program budgets. The program staff and volunteers can continue to collect the payment however for bookkeeping and auditing purposes these monies will be considered paid by the national office.
- National Championship entry fees and deadlines will be established by the *National Championship group* and communicated to FHC at the Annual General Meeting. This information will be posted on the FHC web site and distributed to the Provincial Associations annually.
- FHC will charge for umpiring and coaching certification manuals, courses, and merchandise as per recommendations from the related working group or based on standard retail mark up. The Executive Director and Financial Administrator are responsible for coordinating any FHC sales program.
- *All account receivables outstanding for more than 90 days and in an amount equal to or greater than \$1000 may, at the discretion of the Executive Director, be forwarded to a collection agency.*

#### **TRUST FUNDS**

- The trustees of the respective FHC trust funds will prepare a report for the membership and auditors of FHC as required and in a timely fashion.

#### **FUND RAISING**

- Fund raising – please refer to Policy no. FHC02-O12 – Fund raising Policy

#### **APPROVAL OF POLICY**

*This policy was approved by the FHC Board on 3 July 2007. It will be reviewed every 2 years by the Board and may be amended, deleted or replaced by a resolution of the Board.*

**Policy FHC04-O16 to be reviewed in 2009.  
Fee for Service - updated November 2008**