



EFFECTIVE: JANUARY 2024

Financial Management Policy

POLICY 3.1

APPROVED BY THE BOARD OF DIRECTORS, NOVEMBER 30, 2023



**THE COMMUNITY
FOUNDATION**
building a greater saint john

POLICY CATEGORY: Financial	NUMBER: 3.1	PAGE: 1 of 3
SUBJECT: Financial Management Policy		
EFFECTIVE DATE/APPROVED: January 2024	REVISED/REAFFIRMED: Revised Policy	SUBJECT FOR REVIEW: As required

Policy Statement:

The Greater Saint John Community Foundation (the Foundation) will conduct its financial affairs in a responsible manner, consistent with the ethical obligations of stewardship and the legal requirements of the provincial and federal regulators.

The Foundation Board has oversight responsibility for the management of the finances and believes it must exercise proper stewardship of all funds under its care. To assist in this task, the Board shall authorize the CEO in consultation with the Governance and Finance Committees to oversee the day-to-day financial management of the Foundation, following generally accepted Canadian accounting practice. The CEO ensures that best practices for record management are implemented.

Procedure:

1. **Signing Officers** – The signing officers of the Foundation are any two; the CEO, Chairperson, Vice-Chairperson, Secretary, and Treasurer.
2. **Changing Signing Officers** – When the Board authorizes a change in signing officers, the Board Secretary ensures this has been recorded in the Finance Committee minutes. The Foundation office facilitates completing the proper documentation with the Foundation’s financial institution(s).
3. **Accounts Payable** – For consistency of information and control, two signatures are required on all cheques. Accounts will be paid within 30 days of invoice date. No signing officer signs a cheque to him/her. Many accounts payable are being paid through electronic processes as we are trying to eliminate as many paper cheques as possible.
4. **Quarterly Financial Statements** – The most recent monthly financial statements (unaudited) will be presented to the Finance Committee and the Board by the Treasurer.

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5. **Government Remittances** – Government remittances are taken out on a bi-weekly basis through our payroll software provider, Humi, and are submitted directly to CRA through them.
6. **Banking** – Cheques, bank drafts, money orders will be deposited to the Foundation’s account within 5 business days of receipt. Cash donations procedures are outlined as per the Receiving Gifts and Receiving Policy #2.3.
7. **Donations via Credit Cards** - Gifts via credit cards are facilitated by a 3rd party via the Foundation’s website; *Canada Helps*, a registered charity. Donors are receipted and funds credited for the full amount of the donation. Canada Helps issues the donor’s charitable tax receipt. The Foundation receives payment from Canada Helps on a weekly basis, less the administrative fee.
8. **Authorization Limit (Corporate Credit Card Purchases)** – The CEO, Manager of Finance & Administration, and the Director of Marketing & Events are authorized to purchase, order or pay for monthly/regular expenditures within the Foundation’s approved annual budget via the Corporate Credit Card. Each issued card has a limit of \$3000.00. Purchases made with the Card are reconciled as part of the month-end procedures. The Card is paid in full monthly, prior to the statement’s payment due date. Non-budgeted items must be submitted to the Finance Committee and/or Board for approval.
9. **Staff and Volunteer Travel Reimbursement** – Travel will be reimbursed on a timely basis upon submission of documentation. All items below must be noted:
 - i) The name of the traveller/their position in the organization
 - ii) Date of travel
 - iii) Specific destination
 - iv) Purpose
 - v) Starting point/ending point
 - vi) Kms travelled
 - vii) Amount of HST paid

The Manager of Finance and Administration will be responsible to annually review the mileage reimbursement and make recommendations to the Board for any changes. Reimbursement of expenses are outlined in the Expense Reimbursement Policy #3.3

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10. **Year End Audit** – The Foundation’s year-end is December 31st. All materials required for the year-end audit will be completed by the end of December for presentation to the Foundation’s auditor. Draft audited statements will be presented to the Finance Committee in January/February for review.
11. **Annual Meeting** – Audited financial statements will be presented to the Members (Board) during the March AGM. At that time, auditors will be appointed for the following year.
12. **Budget** – A budget will be prepared on an annual basis, reviewed by the Finance Committee and approved by the Board. The draft budget will be presented to the Board in November.
13. **Grants** – All grants made by the Foundation are to be recorded as per CRA guidelines.
14. **Investment Income**– Investment income includes all income from cash, interest, dividends, investments, realized and unrealized capital gains net of capital losses personal property or real property. Investment income is reconciled by the Manager of Finance and Administration quarterly. .
15. **Investment Fees** – Investment fees are recorded as part of the income statement in the period they are incurred. An estimate of the annual fees is present to the Board as part of the annual budgeting process.
16. **Fund Balances** – Every fund balance is reconciled monthly. Available Fund Holders receive an annual fund statement.
17. **Receipts (Non-Charitable):** The Foundation issues, by request, non-charitable receipts for revenue that does not meet the definition of a donation, whether in cash (as per the Cash Donation Policy #) or in kind.
18. **Receipts (Charitable):** As per the Donation Record Keeping and Receipting Policy #2.0, the Gift Acceptance Policy #2.1 and for cash the Cash Donation Policy #3.6.
19. **Insurance** – The CEO will ensure that both the Office and Directors have sufficient insurance coverage. The Governance Committee will review the Foundation’s Director coverage as required. The Foundation will seek comparative quotes at least every five years.

References:

- Gift Acceptance Policy #2.0
- Receiving Gifts and Receipting Policy #2.3
- Expense Reimbursement Policy #3.3