

LONDON REGIONAL ARTISTIC SWIMMING CLUB:  
Financial Management Policy

<b>Policy</b>	Financial Management	
<b>Approval By:</b>	LSC Board of Directors	
<b>Corresponding CAS Policy:</b>	N/A	<b>Approval Date:</b> Feb. 16, 2021
<b>Original Effective Date:</b> N/A	<b>Reviewed Date:</b> Feb. 16, 2021	<b>Revised Date:</b> N/A

The **LONDON REGIONAL ARTISTIC SWIMMING CLUB (LSC)** is a non-profit, volunteer organization. The management of revenue and expenses will be conducted by the LSC Board of Directors and Executive in the best interest of the club to maintain operations and to facilitate sustainable programming and to build long-term capacity.

### **Signing Authority**

Individuals granted financial signing authority must be current members of the LSC Board of Directors and/or LSC Executive and can include the following positions: Board member, President, Vice President, Treasurer and Secretary. Individuals with financial signing authority are responsible for ensuring transactions are appropriate and fair, aligned with the programming goals and that there is sufficient budget available. For documents that require two signatures, two unique signatures must be obtained from those with financial signing authority. Two unique signatures shall be required for transactions above \$2,000.

### **Banking**

LSC funds will be maintained in a secure account at a reputable financial institution. The LSC Board shall by Resolution of Directors designate a financial institution on a yearly basis. A minimum of two individuals with financial signing authority are to be assigned as the account managers and will be required to be present in person at the financial institution to make necessary changes to the account including change in account managers. Only individuals listed as the account managers will have access to the account including use of online banking and will be permitted to make deposits, withdrawals, and electronic transfers. Two unique signatures from those with financial signing authority are required for signing cheques. An individual with financial signing authority will be responsible for holding the LSC Club VISA account in their name.

### **Authority to enter into Contracts**

Individuals with designated authority will be authorized to enter into contracts on behalf of LSC.

- Employee and/or Contractor

- The President or authorized designee to sign on behalf of the President may enter into contracts with LSC employees or contractors.
- Vendors
  - The President or authorized designee to sign on behalf of the President may enter into contracts with LSC Executive approved vendors including but not limited to those providing the following facilities or services: Pools, dryland training, weight training, banquet hall, website, suiting, payroll, accounting, and legal.

## **Financial Reporting**

LSC Financial year end is June 30<sup>th</sup> of each year. All revenue and expenses will be tracked and monitored on a regular basis by the LSC Treasurer. Financial updates will be provided at LSC Executive and/or LSC Board meetings through-out the season. All tax related documents including invoices, receipts, proof of payment and tax returns will be stored for a minimum of 10 years and provided to the appointed Accountant as required. The LSC Board by Resolution of Directors shall appoint a public Accountant to hold office for each upcoming year. A financial overview of revenues, expenses, profit and/or losses will be provided at the LSC Annual General Meeting. The financial report will be finalized after LSC year end (June 30<sup>th</sup>). The LSC President (or designate) and Treasurer, will ensure that yearly tax returns are filed in accordance with the laws for non-profit organizations with the Canada Revenue Agency.

## **Annual budgets**

Annual budgets are determined by the LSC Executive each year based on the anticipated costs of running all programs for the projected registration numbers. Budgets are not finalized until all program registrations have been received. The LSC Executive will endeavour to finalize the budget by September 30<sup>th</sup> of the season. LSC relies on member fees to pay for Facility Fees (i.e. pool costs), coach's wages, Ontario Member Artistic Swim Registration Fees and other operating costs. Member commitment is a financial commitment to the club to pay all fees required for the entire season. Member fees will be communicated as per the LSC Fee Policy.

## **Reserve funds**

Reserve funds ensure the stability of the mission statement, programs, employment, and ongoing operations of the club. The reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, or unexpected losses. The reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, member recruitment, or investment in infrastructure. The target minimum reserve fund is equal to two months of average operating costs. Reserve funds will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue (e.g. fundraising, grants) be set aside for reserve funds. The reserve funds can be maintained in a segregated

bank account or investment fund or can be held in the general cash account. Use of reserve funds requires the following steps:

1. Identification of appropriate use: The LSC Executive will identify the need for access to reserve funds and confirm the use is consistent with the purpose as outlined in this Policy.
2. Authority to use funds: The LSC Executive will request use of reserve funds to the LSC Board of Directors outlining the identification of appropriate use and plan for restoring reserve fund to the target minimum amount.
3. Reporting and Monitoring: Upon approval for the use of reserve funds, the LSC Executive and Treasurer will maintain records of the use of funds and report on progress to restore reserve funds.

### **Expense reimbursement including travel**

LSC will reimburse properly submitted and pre-approved expenses. All expenses will require a receipt(s) or proof of purchase. Expenses should be submitted to the President and/or Treasurer. Reimbursement will be provided via cheque or e-transfer at the discretion of the LSC Board or President. Employees will be reimbursed for expenses according to the terms of their employee agreement. Employee travel for out of town competitions (defined as a location outside of Middlesex-London County) will be reimbursed by honorarium or for special circumstances may be agreed to in advance of travel by the Head Coach and/or President/Treasurer. Employee accommodations will be arranged and directly paid by the Club. Alternate transportation arrangements may be approved for reimbursement, with a written request, prior to travel and submitted to the Head Coach and/or President/Treasurer.

### **Fees for services including refund**

LSC member fees will be determined annually by the LSC Executive and will follow the terms outlined in the LSC Fee Policy. All refunds will be subject to approval by the LSC Board of Directors. Refunds may be subject to a \$100.00 administration fee.

- Medical Reason: Refunds due to member withdrawals for medical reasons will be considered on an individual basis by the LSC Board. All financial commitments (including but not limited to meet fees and routine suits) LSC has made on behalf of the member will be due immediately or if already paid will not be eligible for refund.
- Non-Medical Reason: Refunds for member withdrawal for a non-medical reason will be at the discretion of the LSC Board.
- Season Disruptions: Refunds for disruptions in programming will be determined in a timely manner by the LSC Board based on the percentage of season that has been disrupted/cancelled. All financial commitments (including but not limited to meet fees and routine suits) LSC has made on behalf of the member will be due immediately or if already paid will not be eligible for refund. Refund amounts will be communicated to

members via email. Refunds will be provided to members via cheque or e-transfer. Members may be given the option to retain their refund within the club to apply to member fees for the next season.