



HOCKEY DEVELOPMENT CENTRE FOR ONTARIO

FINANCIAL MANAGEMENT POLICY

AUTHORITY

- HDCO Board of Directors are responsible for the financial management of all activities undertaken by the organization.
- Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.
- Executive Director is responsible for the day-to-day financial management of the organization.
- Board authorizes the Executive Director to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts.
- HDCO Executive Director is authorized to sign checks up to \$2,500. Checks for amounts greater than \$2,500 shall require the signature of the Treasurer or Board Chair.
- HDCO Executive Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Finance Committee on variances and the reason for these variances.
- All financial instruments and contracts with a value larger than \$50,000 must be signed by two (2) Officers or other individuals as designated by the HDCO Board that hold the signing authority of the Corporation.
- HDCO Board of Directors must approve any use of the board designated cash reserve fund.
- Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Corporation will be executed by at least two (1) of the HDCO Officers, HDCO Executive Director or other individuals, as designated by the HDCO Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

RESPONSIBILITIES

HDCO Executive Director shall:

- Account for donor restricted and board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of HDCO operations according to the schedule established by the Finance Committee, but at least quarterly.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.

- Record fixed assets with purchase prices greater than \$500 as capital assets in accounting records. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- Limit vendor credit accounts to prudent and necessary levels.
- Obtain competitive bids for items or services costing in excess of \$10,000 per unit. Selection will be based on cost, service, and other elements of the contract.
- HDCO may award the bid to any provider and is not required to accept the lowest cost proposal.

Board of Directors shall:

- Review financial reports at each board meeting.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.

FINANCIAL TRANSACTIONS WITH INSIDERS

- No advances of funds to HDCO employees, officers, or directors are authorized.
- Direct any necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.
- In no case shall HDCO borrow funds from any employee, officer, or director of the organization without specific authorization from the HDCO Board of Directors.

BUDGET

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board- approved priorities, long-range organization goals, and specific three-year objectives, the HDCO Executive Director shall:

- Submit operating and capital budgets to the Finance Committee in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

ASSET PROTECTION

In order to ensure that the assets of HDCO are adequately protected and maintained, the Executive Director shall:

- Insure against the casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
 - Plan and carry out suitable protection and maintenance of property, building, and equipment.
 - Avoid actions that would expose the organization, its board, or its staff to claims of liability.
 - Protect intellectual property, information, and les from unauthorized access, tampering, loss, or significant damage.
 - Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.