



**FINANCE AND
ADMINISTRATION POLICIES
AND PROCEDURES
(F)**



June 2019

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FINANCE AND ADMINISTRATION

CATEGORY: OVERVIEW

POLICY # F1.01 – ADMINISTRATIVE AUTHORITY

PAGE: 1 of 1

ATTACHMENTS:

APPROVAL DATE: 07.10.2010

REVISION DATE:

PROCEDURE APPROVAL DATE: 07.10.2010

REVISION DATE:

AUTHORIZATION: Executive Director

POLICY:

The Executive Director is the chief administrator of the Association, is accountable to the Board of Directors and is responsible for the administration, organization and management of the Association

PROCEDURES:

1. The Executive Director shall carry out the administration, organization and management of the Association in accordance with the policies and procedures of the Association, under the direction of the board and in a manner consistent with all relevant By-laws, regulations, legislation and the Executive Limitations and Authority Agreement.
2. In the absence of the Executive Director, his/her designate shall be the designate Executive Director.
3. If the Executive Director is absent for a period of more than 4 weeks, the Board of Directors shall discuss the situation and decide how to staff the position.
4. While acting as the Executive Director's designate for a period of more than four weeks, the Community Services Coordinator shall appoint a Manager to act as designate.
5. The name of the Executive Director's designate shall always be known to the President and all management employees.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.01 – EDUCATION OF THE PUBLIC****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

The Association shall endeavor to promote its agenda through the effective use of the media.

PROCEDURES:

1. All public education activities shall reflect the Goal and Vision Statement, the Policies, the Guiding Principles, Mission and Core Values and Beliefs of the Association
2. All organized public education activities shall be approved by the President or the Executive Director of the Association and wherever possible with the knowledge of the Board of Directors.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.02 – MEDIA INQUIRIES AND RELEASES****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall endeavor to promote its agenda through the effective use of the media.

PROCEDURES:

1. All media inquiries shall be directed to the President or the Executive Director of the Association.
2. All media releases shall originate with or be approved by the President or the Executive Director of the Association.
3. All media releases shall reflect the Goal and Vision Statement and the Policies, the Guiding Principles, Mission, and Core Values and Beliefs of the Association.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.03 – REPORTS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All reports generated within the Association shall be clear, concise and user friendly.

PROCEDURES:

1. All reports shall be produced in a legible and permanent manner (ink vs. pencil, typewriter, computer, etc.)
2. The 24-hour clock shall be used for all time references.
3. All reports shall be in the plainest language possible to make them accessible to as many people as possible.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.04 – ADMINISTRATIVE AUTHORITY****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall utilize communication equipment in the most effective manner possible.

PROCEDURES:

1. The Association shall maintain a fax machine in each of its offices.
2. The Association shall maintain telephones in all service locations.
3. The Association shall maintain cellular phone services as determined by the Executive Director.
4. Employees shall not generate costs to the Association for personal use on any Association equipment.
5. Records shall be maintained of all long distance telephone calls on approved form.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.05 – LIBRARY INACTIVE****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall maintain a library for the use of all employees, its members and the members of the community.

PROCEDURES:

1. The library shall be maintained at the Association office.
2. All library items shall be signed out through the Administrative Secretary.
3. All items shall be returned within 30 days.
4. Items may be assigned to a service location for a period longer than 30 days with the approval of the Executive Director, and a record of such material shall be maintained in the Association library.
5. The Library shall be advertised as widely as possible, with special emphasis on the education and human service systems.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.06 – FILES/PUBLIC RECORDS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall maintain an updated and orderly central administration and financial filing system.

PROCEDURES:

1. Administration and financial files shall be kept in the Association office.
2. These files shall be maintained in a secure environment and the contents held in confidence.
3. Requests for administration or financial information from members of the Association or the public shall be cleared with the Executive Director.
4. Current administration or financial files or their contents shall not be removed from the Association office.
5. The Office Manager shall be responsible for the maintenance and control of the central administration and financial filing system.
6. Administration and financial files shall be maintained in accordance with government and other pertinent requirements.
7. Archival records may be stored in leased storage premises, and the security of such shall be the responsibility of the Executive Director.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.07 – REPRESENTATION AT MEETINGS WITHIN COMMUNITY LIVING MOVEMENT****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

The Association shall be represented at national, provincial and local levels of the federation when it is in the interest of the Association, the community and those served or supported.

PROCEDURES:

1. The official representative of the Association shall be the President or designate.
2. As part of fulfilling the duties and functions, the representative or designate, should attend national, provincial, and regional meetings of the federation as the need arises without prior approval but within an established budget.
3. A separate budget line shall be established within the General Account to cover expenses to attend such meetings.
4. Employees and volunteers as required shall be encouraged to attend local meetings, which are pertinent to the functions and duties of their positions. Expenses to attend such meetings shall be part of approved budget lines.
5. All Association representatives are required to represent the Association within the framework of the Association's Goal and Vision statement, Guiding Principles, Mission and Core Values.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.08– EMPLOYEE TELEPHONE NUMBERS AND ADDRESSES****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall maintain a current record of all employee addresses and telephone numbers and shall respect the confidentiality of the list.

PROCEDURES:

1. The employee address and telephone record shall be maintained by the Office Manager.
2. It is the responsibility of each employee to complete a Change of Information Form when the need arises and to submit it to the appropriate Manager.
3. It is the responsibility of Managers to forward all Change of Information Forms to the Office Manager.
4. The employee addresses and telephone record shall be kept confidential.
5. If an external request is made for an address or telephone number, the request shall be forwarded to the employee in question and shall be released by the Association only if the employee in question authorizes such release in writing.

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.09– ANNUAL REPORTS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall ensure all annual reports are completed accurately and timely.

PROCEDURES:

1. The Office Manager and/or designate will ensure all reports are completed accurately and sent in a timely manner.
2. The Association will ensure the following reports are completed as required.
 - i. Ministry of Consumer and Commercial Relations
 - ii. Return of Residential Care Facilities Short
 - iii. Registered Charity Information Return and Public Information Return
 - iv. Annual Program Expenditure Reports Ministry of Community and Social Services
 - v. Risk Assessments

FINANCE AND ADMINISTRATION**CATEGORY: COMMUNICATION****POLICY # F2.10 – CORPORATE BOOKS AND RECORDS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall ensure all corporate books and records are kept in a secure fire safe.

PROCEDURES:

1. The Association will ensure all books and records are up to date.
2. The Association will ensure corporate books and records are kept in a locked fire safe.
3. Access to the corporate books and records will be determined by the Executive Director.
4. At no time will the corporate books leave the Community Living Association premises without the written consent of the Executive Director.

FINANCE AND ADMINISTRATION**CATEGORY: RESPONSIBILITIES****POLICY # F3.01 - CONFIDENTIALITY****PAGE:** 1 of 1**ATTACHMENTS: AFFIRMATION OF
CONFIDENTIALITY****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

Association employees, volunteers and Board members shall maintain strict confidentiality regarding all information pertinent to individuals and families served by the Association, as well as business, personal and personnel matters.

PROCEDURES:

1. All board members, employees and volunteers shall be required to sign an Affirmation of Confidentiality upon their active involvement/employment with the Association.
2. Any breach of confidentiality, by an employee or volunteer, shall result in disciplinary action up to and including termination of service.
3. Any breach of confidentiality by a member of the Board of Directors shall be reported to the Board of Directors for disciplinary action up to and including termination, subject to the By-laws.



AFFIRMATION OF CONFIDENTIALITY

Individuals and families have the right to have their privacy respected and defended by professional helpers. By professional helpers we mean specifically any person who, by virtue of employment or voluntary role within the Association, has access to personal and confidential information. Personal and confidential information includes casual observations, which may occur through the performance of one's job or voluntary role.

Unwarranted disclosure undermines people's trust in supportive relationships and systems. Insensitivity to people's privacy undermines the trust which is essential for the Association to perform its supportive role in the lives of people who may require support to live, learn, work and participate as citizens of our community.

THEREFORE, THE ASSOCIATION REQUIRES OF ALL PERSONNEL THAT THIS AFFIRMATION BE SIGNED AND ADHERED TO IN MATTERS RESPECTING PERSONS IN RECEIPT OF SERVICES AND SUPPORTS AND THEIR FAMILIES AND ASSOCIATION AFFAIRS

I, _____, (please print name) affirm that as an employee, volunteer, or member of the Board of Directors of the Association for Community Living (Lanark County), I shall comply with the policy of confidentiality. I shall not disclose or give to any unauthorized person any information or document that comes to my knowledge or possession by means of the performance of my duties as an employee, volunteer or member of the Board of Directors of the Association. Further, I pledge that I shall respect the privacy of all people served or supported by the Association and confidential affairs or business of the Association to the best of my ability. I make this affirmation on the understanding that any violation of the trust placed in me can be considered as cause for suspension or termination of my employment, cessation of my duties as a volunteer, or requested resignation as a member of the Board of Directors.

Signature of employee, volunteer, or member of the Board of Directors:

Name of witness (please print)

Signature of witness

Dated at _____, Ontario, this ____ day of _____, year _____

FINANCE AND ADMINISTRATION**CATEGORY: RESPONSIBILITIES****POLICY # F3.02 – CONFLICT OF INTEREST****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association recognizes the need to address potential conflict of interest while protecting the organization and preserving the rights of individuals to participate as private citizens in the life of the community.

PROCEDURES:

1. It is the individual's responsibility to identify and report any possible or actual conflict of interest whether or not the individual derives benefit.
2. Employees shall report possible or actual conflict of interest to their Manager who in turn shall report such conflict to the Executive Director.
3. The declaration of potential conflict of interest shall be recorded in the Association minutes and team meeting minutes.
4. All policies of the Ministries pertaining to conflict of interest shall be adhered to.

FINANCE AND ADMINISTRATION**CATEGORY: FINANCE****POLICY # F4.01 – FINANCIAL REPORTING****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall develop and adhere to a financial reporting system for the purpose of the ongoing monitoring of the Association's fiscal integrity and for the internal control of expenditures.

PROCEDURES:

1. Financial records shall be maintained in accordance with generally accepted accounting principles and reporting requirements of federal and provincial governments and other funding sources.
2. The Executive Director shall be responsible for the preparation and adherence to financial procedures required to maintain accounting records.
3. All reporting requirements of funding bodies are to be complied with under the direction and approval of the Executive Director.
4. Accounting records shall document revenues and expenditures from all sources and shall identify revenue and expenditures separately from each funding source.
5. Interim comparative financial statements are to be prepared monthly by the administration for presentation to the Finance Committee and the Board of Directors along with an explanation of any variances in the amount of plus or minus 15%.
6. The treasurer shall ensure that a monthly financial report is made to the Board of Directors on at least a monthly basis.

FINANCE AND ADMINISTRATION**CATEGORY: FINANCE****POLICY # F4.02 – BUDGETS****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

The Association shall prepare annual operating budgets for the purpose of the ongoing monitoring of the Association's fiscal integrity and for the internal control of expenditures.

PROCEDURES:

1. The Executive Director shall coordinate and ensure the preliminary preparation of the relevant Ministry and Association budgets.
2. The Treasurer shall review the preliminary budgets prepared under the direction of the Executive Director and send them to the Board of Directors for final approval.
3. The Board of Directors shall review and approve all budgets.
4. As appropriate, the approved budgets shall be forwarded to the appropriate funding sources.

FINANCE AND ADMINISTRATION

CATEGORY: FINANCE

POLICY # F4.03 – INSURANCE**PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

The Association shall obtain adequate insurance coverage and shall further ensure that all coverage is maintained in full force and effect.

PROCEDURES:

1. A policy of insurance with respect to the Association shall include: property; crime; general liability; computer; non Association-owned automobile insurance; and director's and officer's liability.
2. It shall be the responsibility of the Executive Director to ensure that all such insurance coverage is maintained in full force and effect.
3. Insurance needs of the Association shall be reviewed on an annual basis by the Executive Director and a report given to the Board of Directors.
4. The policy and procedures related to tendering shall cover any negotiations regarding insurance.
5. In the case of damage, loss, theft or accident that may result in an insurance claim, the Executive Director shall be notified immediately and shall initiate the claim process in accordance with procedures set out by the insurance company.
6. If employees are required to use non Association owned automobiles for the transportation of people supported, the Association shall reimburse the employee for the additional (6a) endorsement, as approved by the Manager or Community Services Coordinator or Executive Director.

FINANCE AND ADMINISTRATION**CATEGORY: FINANCE****POLICY # F4.04 – PURCHASING****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

Authorization of all Association expenditures shall be approved prior to any purchase of goods or services.

PROCEDURES:**Level of Expenditure**

1. The Executive Director has authorization to make expenditures as approved in the operating budget.
2. Managers have authorization to approve expenditures within approved budget lines up to the amount of \$200. The Executive Director shall authorize budgeted expenditures within the approved budget lines over the amount of \$200.
3. The Executive Director shall authorize all expenditures from replacement reserve.
4. Expenditures not included in the operating budgets require the approval of the Board of Directors.

Authorization for Expenditure

1. A purchase order authorizing expenditures over the amount of \$100 shall be completed and approved prior to any purchase of goods or services and
2. Approval shall be received from Managers up to \$200 and from the Executive Director for amounts over \$200.
3. Invoices shall be matched with the authorization for expenditure before being
4. paid.

Exception to the above procedure

On occasion there are exceptions to the above procedure. They are as follows:

Advances/Emergencies

From time to time advances are required for expenditures for which the receipts are not yet available (e.g. travel expenses, emergency repairs, etc.)

Travel Expense Claims

Expenses for approved travel shall not have been prior approved to the exact amount. Claims shall be paid with appropriate receipts for approved travel within the current spending guidelines.

Bulk Purchasing

The Association may create and/or join “purchasing partnerships” or purchase bulk quantities whenever feasible and appropriate in order to create financial savings.

FINANCE AND ADMINISTRATION

CATEGORY: FINANCE

POLICY # F4.04 – PURCHASING

PAGE: 1 of 1

ATTACHMENTS:

Emergency Requests for Funds

The Board of Directors shall consider all non-budgeted requests for funds and may in such circumstances, authorize expenditures not provided for in the approved budget.

FINANCE AND ADMINISTRATION**CATEGORY: FINANCE****POLICY # F4.05 - EXPENSES****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

The Association shall reimburse employees and volunteers for authorized travel expenses incurred while on Association business.

PROCEDURES:

1. Approved expenses include travel, meals, accommodation, parking, commonly accepted gratuities etc.
2. The rate for approved expenses shall be as determined (from time to time) by the Board of Directors and shall be appended to this policy.
3. All travel shall be approved in advance by the appropriate authority unless it is within the general responsibilities of the person's duties.
4. Reimbursement shall be through the use of appropriate forms.

FINANCE AND ADMINISTRATION**CATEGORY: FINANCE****POLICY # F4.06 – CALL FOR TENDERS/QUOTES****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

In order to maintain financial accountability, the Association shall adhere to a system of calling for tenders/quotes.

PROCEDURES:

1. All transactions shall be governed by the Association's policies and procedures related to conflict of interest.
2. Any purchase of materials or services over the amount of \$1000 shall be subject to this policy.
3. The Executive Director shall determine whether a purchase of material or service shall be subject to tender or a call for quotes, unless the Board of Directors determines which method shall be used in a specific instance.
4. Three companies or services shall be asked to respond to all calls for quotes.
5. Tendering shall be in the form of an appropriate notice in the media.
6. Considerations regarding the awarding of a contract shall be specified in the tendering notice or the call for quotes.
7. It shall be specified in all advertisements regarding notices and the call for quotes that the lowest or any other tender will not necessarily be approved.
8. In the case of annual contracts (insurance, heating supplies, audit, maintenance etc.) a tendering process may be utilized every three years on the approval of the Board of Directors.
9. It shall be the responsibility of the Administrative Office to arrange for tenders and call for quotes.

FINANCE AND ADMINISTRATION**CATEGORY: FINANCE****POLICY # F4.07 – PETTY CASH****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

A petty cash fund shall be established for the use of incidental purchases and shall be held for the purpose of small expenditures as they are incurred in the course of the day to day Association operations.

PROCEDURES:

1. All purchases made through petty cash must be accounted for in approved budgets.
2. Incidental expenditures include groceries: home expenditures; items out of stock that can not be replaced by invoicing; supplies obtained through the office; etc.
3. A separate petty cash fund shall be maintained for each Association site/service.
4. When required, a balanced "Petty Cash Reimbursement Form" shall be submitted to the Office Manager by Wednesday noon of each week to ensure payment that week.
5. All expenditures shall be recorded on the "Petty Cash Form".
6. For further information, refer to the "Procedure for Preparing Petty Cash".

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.01 – PROPERTY MAINTENANCE****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

All premises occupied by the Association shall be maintained in a clean, safe and secure manner.

PROCEDURES:

1. In the case of leased or rented premises the Manager or designate, of Community Support Services shall promptly notify the landlord of any required repairs.
2. All major structural repairs and maintenance (over \$250) to property owned by the Association shall be reported to the appropriate Manager who shall make appropriate arrangements for repairs and maintenance.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.02 – EQUIPMENT MAINTENANCE****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All equipment owned by the Association shall be maintained in good repair.

PROCEDURES:

1. The following equipment shall be serviced on an annual basis: heating, cooling and ventilation systems; fire emergency and alarm systems; fire extinguishers; and emergency lighting.
2. Breakdowns or malfunctions shall be reported immediately to the Manager of the service where the equipment is located who shall arrange for appropriate repairs or maintenance.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.03 – EQUIPMENT BORROWING****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

Equipment may, on occasion, be borrowed from the Association by employees, volunteers and members.

PROCEDURES:

1. A written request shall be submitted to the Manager of the service where the equipment is located stating the item to be borrowed, date of pickup and date of return.
2. The Manager shall record the inventory number and the condition of the item at the time of borrowing on the request.
3. Both parties (the Manager and the borrower) shall sign the request.
4. The borrower shall assume responsibilities for any damage or loss to the equipment.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.04 – AUDIO VISUAL EQUIPMENT****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall maintain appropriate audio-visual equipment for Association business use.

PROCEDURES:

1. A written request shall be submitted to the Office Manager stating the equipment to be used, date of pickup, date of return and location of use.
2. The Office Manager shall record the inventory number and condition of the item prior to the item leaving the Association office.
3. Both the Office Manager and the person taking the equipment will sign the request.
4. Any damage or malfunctioning of equipment shall be reported to the administration office upon return of the equipment.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.05 – INVENTORY CONTROL****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All Association property with a purchase value of \$25 or more shall be inventoried.

PROCEDURES:

1. All items shall be recorded on a Master Inventory Record Form, maintained for each Association site or service, by the Office Manager. Information shall include date of acquisition, cost, serial number, model number, etc.
2. When an item is added or deleted, the appropriate Manager shall indicate such on the Inventory Change Form and shall send same to the Office Manager within 5 days of the change.
3. The Office Manager shall record additions or deletions on the Inventory Record Form.
4. By April 15th of each year, the Office Manager shall send to each Manager a copy of the Inventory Record Form.
5. The Manager shall review all inventory against the Inventory Record Form, note any discrepancies and return the form to the Office Manager by April 30th next.
6. Any discrepancies shall be recorded in the Inventory Record Form and such discrepancies shall be reported to the Executive Director.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY**

POLICY # F5.06 – KEYS**PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association shall permit reasonable access to its premises while maintaining control of access for purposes of security.

PROCEDURES:

1. Keys for premises shall be issued to employees and as legitimately required and determined by Managers.
2. The Manager of Finance and Administration shall maintain a master record of keys issued and a duplicate set of all keys in a secure place in the Association office.
3. Each Manager shall forward a copy of all new keys issued along with identification indicating name of service, number of keys and what the keys are for, to the Manager of Finance and Administration.
4. Keys shall be duplicated only with the permission of the Executive Director or appropriate Manager.
5. Loss of keys shall be reported to the appropriate Manager within one hour of knowledge of loss.
6. Keys shall be issued by the respective Managers and a record of who receive keys shall be forwarded to the Manager of Finance and Administration within two working days.
7. Keys shall remain the property of the Association and shall be returned prior to the payment of outstanding monies being paid to the individual as part of termination of employment.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.07 – VEHICLE MAINTENANCE****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All vehicles owned or operated by the Association shall be maintained in good repair.

PROCEDURES:

1. The Vehicle Circle Check shall be completed prior to each use of the vehicle, using the Vehicle Circle Check Form.
2. Vehicle Circle Check Forms shall be kept in all vehicles owned or operated by the Association.
3. Malfunctions or required repairs shall be reported to the Manager immediately.
4. All vehicles owned or operated by the Association shall be serviced according to manufacturer or dealer requirements.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.08 – SALE OF ASSETS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

Sale of inventoried goods and equipment shall be conducted in such a way as to ensure that fair market value is received. Sales shall be conducted publicly and any dealings with Association employees or members shall be at “arms length” and shall be reported to the Board of Directors.

PROCEDURES:

1. The Executive Director shall approve the sale of any Association assets.
2. If an item was originally obtained as a major capital expenditure, the appropriate government Ministry shall be notified.
3. One of the following methods shall be used for the sale: trade in, public auction or classified advertising.
4. The sale shall be recorded on the Inventory Changes Form.
5. The Office Manager shall deposit any proceeds in the general account.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.09 – COMPUTER USE AND RECORDS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will ensure all services have a computer for use by staff. .

PROCEDURES:

1. All computer areas will be kept clean and tidy.
2. All use of computers will be for the Association business only.
3. Computers will not be used for personal business of staff.
4. Computer files will be kept confidential.
5. All passwords to computer files and access to computers will be documented in a sealed envelope and left with the Office Manager of the Association.
6. All computer files will be backed up on a monthly basis. The Association will provide a means for the back up of files.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.10 – BARBECUE/PROPANE UNIT INSPECTION/MAINTENANCE****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 07.10.2010****REVISION DATE:****PROCEDURE APPROVAL DATE: 07.10.2010****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

All barbeque and propane units shall be inspected and maintained.

PROCEDURES:

1. Prior to first use and at the beginning of each season, the barbeque/propane unit will be set-up and inspected by the Manager or designate.
2. All inspections will be completed using the Semi Annual Barbeque/Propane Unit Inspection Form.
3. An inspection tag will be affixed to each unit with the date of the inspection.
4. All necessary repairs will be reported to the Manager.
5. All propane tanks are to be stored in the on-site shed.

FINANCE AND ADMINISTRATION**CATEGORY: EQUIPMENT AND PROPERTY****POLICY # F5.11 – SHREDDING****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will ensure all confidential information that is to be disposed of will be shredded at the Association main office.

PROCEDURE:

1. All material which includes names and financial information is considered and must be shredded.
2. Each service will have a secured location for confidential information to be placed waiting shredding.
3. The Manager of the service will ensure all confidential materials are delivered to the Administration office for shredding.

FINANCE AND ADMINISTRATION**CATEGORY: STAFFING****POLICY # F6.01 – STAFF RETIREMENT****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 07.10.2010**REVISION DATE:****PROCEDURE APPROVAL DATE:** 07.10.2010**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Board shall, at its discretion provide an appropriate gift to employees of the Association who are retiring at the age of sixty years or over with a minimum of ten years' continuous service.

PROCEDURES:

1. The Board may provide a suitable gift to an employee upon his or her retirement from the Association.
2. Retiring shall be defined as retiring from the Association at the age of sixty years or older.
3. The following guideline shall be used to calculate the value of a gift presented.
4. \$5 per year for the first five full years of employment.
5. an additional \$10 per year for the next ten full years of employment.
6. an additional \$15 per year for the remaining full years of employment.
7. The Board may at its discretion determine the gift to be presented.