

1. Definitions

- 1.1 The following terms have these meanings in this Policy:
- a) "Representative" – Individuals employed by or engaged in activities on behalf of Ringette Manitoba including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of Ringette Manitoba.
 - b) "Travel Status" – Travel status occurs when an individual is on authorized Ringette Manitoba travel. It is defined as the time spent actually travelling for official purposes. A traveller who is required to travel on Ringette Manitoba business overnight shall be paid an incidental expense for every night on overnight travel status that covers a number of miscellaneous expenses not otherwise provided for. Overnight travel status is defined as travel on Ringette Manitoba business where an individual is required to spend at least one night away from home.

2. Purpose

- 2.1 The purpose of this Policy is to guide the financial management practices of Ringette Manitoba,
- 2.2 Ringette Manitoba will function as a not-for-profit organization and all fundraising, fees, sponsorship, and grants will be used for the ongoing development of ringette in Manitoba.

3. Budget and Reports

- 3.1 Ringette Manitoba's Executive Director will develop an annual budget for approval by the Board of Directors, which will contain Ringette Manitoba's total anticipated expenditures and revenues at the first meeting of the board after the AGM, or end of July of that year, which of the options is soonest.
- 3.2 The Executive Director will, at the Annual General Meeting, present the financial statements as required by applicable legislation and any other report as determined by the Board of Directors.
- 3.3 The Executive Director is responsible for the preparation and submission of the Annual Grant Applications and Annual Reports to Sport Manitoba in accordance with procedures set by Sport Manitoba.
- 3.4 The financial statements of Ringette Manitoba will be audited by a public accountant appointed by the Board of Directors and approved by the membership.

4. Fiscal Year

- 4.1 Ringette Manitoba's fiscal year will be as described in Ringette Manitoba's bylaws (May 1st-April 30th).

5. Membership and Registration Fees

- 5.1 The annual fee for members and individual participants will be set by the Board as part of the budget setting process and may be different for each group.
- 5.2 Registration fees will be reviewed annually by the Finance Committee, or Executive Director, who will make recommendations to the Board, which will approve the fees for each year well in advance of the start of the registration year.

- 5.3 Individual participants will pay only one registration fee if they are registered in two or more groups, which fee will be the greater of the appropriate fees.
- 5.4 The individual participant registration fees are remitted to Ringette Manitoba by the member for which the individual participates, and due by October 15th of the regular playing season.

6. Banking – Revenue

- 6.1 Ringette Manitoba's income shall be obtained from member fees, private and public grants, publications, and from any other appropriate sources subject to the approval of the Board of Directors, which in turn have the power to make expenditures for the purpose of furthering objectives of the Association.
- 6.2 All cheques/payments to the Association shall be made payable to "Ringette Manitoba."
- 6.3 All fees and assessments will be set by the Board of Directors and payable to Ringette Manitoba.
- 6.4 All money received by Ringette Manitoba will be placed in a general fund and will be used for all necessary and permitted purposes for the operation of Ringette Manitoba, as determined by Ringette Manitoba's Board of Directors.
- 6.5 All money received by Ringette Manitoba will be deposited, in the name of Ringette Manitoba, with a reputable financial institution.
- 6.6 PROPERTY – The corporation may acquire, lease, sell or otherwise dispose of securities, lands, buildings, or other property, or any right of interest therein, for such consideration and upon such terms and conditions as the Board may determine.
- 6.7 BORROWING – The corporation may borrow funds upon such terms and conditions as the Board may determine.

7. Signing Officers

- 7.1 All contracts, documents, or any other instruments in writing requiring the signature of Ringette Manitoba shall be signed by at least two (2) of the following:
 - a) Executive Director.
 - b) VP Finance.
 - c) President or VP Administration with signing authority.
- 7.2 Any contracts, documents or any other instruments in writing requiring the signature of the association that are under \$5000 are not subject to this section and may be executed by the Executive Director or any other individual delegated such signing authority by the Board.
- 7.3 All cheques of \$5000 or above require signature from two (2) of the following:
 - a) Executive Director.
 - b) VP Finance.
 - c) President or VP Administration with signing authority.
- 7.4 All cheques payable to any signing authority will not be signed by that signing authority.

7.5 Any cheques payable to any signing authority's direct family member will not be signed by that signing authority.

8. Expenses

8.1 All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by Ringette Manitoba's staff.

8.2 Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by Ringette Manitoba unless otherwise determined by the Board.

8.3 Approved expenses are to be claimed and reported no later than three (3) months following the date of the expense. Expenses submitted beyond three (3) month reporting requirement will be paid only upon the Executive Director's approval.

8.4 Accounts receivable are net ninety (90) days from the date of invoice.

8.5 Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

9. Credit Card

9.1 With the approval of the Board of Directors, Ringette Manitoba may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to duties on behalf of Ringette Manitoba. The Finance Committee will determine who receives credit cards and what credit card limits will be.

9.2 Credit card holders will be responsible for all charges made on credit cards issued in their name.

9.3 Credit cards must only be used for authorized payments that include:

- a) Payment of actual and reasonable expenses incurred on authorized Ringette Manitoba business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to Ringette Manitoba.
- b) Purchase of goods or budgeted items.

9.4 For the purposes of this Policy, expenses included in an annual Ringette Manitoba budget as approved by the Board of Directors are considered authorized. Expenses that fall outside the approved budget must be approved before being charged to a Ringette Manitoba credit card.

9.5 Credit cards are not to be used for any personal expenses.

9.6 All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Ringette Manitoba business.

9.7 Under no circumstances are cash advances to be drawn on Ringette Manitoba credit cards.

9.8 In addition, the following individuals have credit card responsibilities:

- a) Cardholders must:
 - i. Not allow another person to use the card.

- ii. Protect the pin number of the card.
 - iii. Only purchase within the credit limit of the card.
 - iv. Notify the credit card company and the Ringette Manitoba Office Manager immediately if the card is lost or stolen.
 - v. Keep the card with them at all times, or in a secure location.
 - vi. Forward to Ringette Manitoba's Office Manager, on a monthly basis, all coded receipts for expenses charged to the card in the previous month.
 - vii. Surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued.
- b) Ringette Manitoba's Executive Director must:
- i. Ensure that each credit card issued to a Ringette Manitoba staff member is paid in full on a monthly basis.
 - ii. Sign off on each reconciled credit card statement on a monthly basis.
 - iii. Bring to the attention of the Finance Committee, or VP Finance, any credit card expense which does not appear to be authorized under this Policy.
 - iv. Recover from the cardholder any funds owing for unauthorized expenses.
- c) Ringette Manitoba's bookkeeper (or designate) must:
- i. Review and reconcile each credit card statement on a monthly basis.
 - ii. Bring to the attention of the Executive Director and/or Finance Committee any credit card expense which does not appear to be authorized under this Policy.
 - iii. Recover from the cardholder any funds owing for unauthorized expenses.

10. Expense Claims

- 10.1 Ringette Manitoba Representatives may submit expense claims to the Office Manager (or designate) for personal expenses incurred in performing their duties for Ringette Manitoba, within three (3) months of the incurred expense. Expense claims must include:
- a) The exact amount of each separate expense.
 - b) The date on which the expense occurred.
 - c) The place and location of the expense.
 - d) The purpose of the expense.
 - e) A receipt for the expense.
- 10.2 Ringette Manitoba representatives may submit expense claims to Ringette Manitoba's Executive Director (or designate) for travel and/or accommodation expenses for conferences, events, provincial meetings, or national meetings; provided the expected expense reimbursements amount is pre-approved by Ringette Manitoba's Executive Director or designate.
- 10.3 Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Executive Director for approval of the advance.
- 10.4 Expenses will be reimbursed in amount outlined in the following table:

Expense	Rate	Notes
Travel – Mileage up to 27 km	Nil	
Travel – Mileage over 27 km	\$0.40 per kilometre	Sport Manitoba Rate
Travel – Air	Lowest economy	Prior approval by Executive Director if not booked through Ringette Manitoba
Breakfast	\$10.00	Receipts not required
Lunch	\$15.00	Receipts not required
Dinner	\$25.00	Receipts not required
Full Day	\$53.00	Receipts not required
Accommodation	Double occupancy	All Team personnel unless listed below or pre-approved
Accommodation	Single occupancy	RMB President RMB Executive Director RMB Board of Directors Others upon pre-approval of the Executive Director
Eligibility on partial meeting days will be based on		<i>Breakfast</i> – travelling to or from a meeting or commencing meeting prior to 8:30am <i>Dinner</i> – travelling to/from a meeting or attending a meeting that covers the hours of 5:00pm-8:00pm

- 10.5 Ringette Manitoba will not reimburse for costs above the specified rates without prior approval of the Executive Director. Where costs above the specified rates are approved, receipts must be provided.
- 10.6 Ringette Manitoba sponsored meals will now be reimbursed and persons travelling on flights or trains in which meals are provided are not eligible to claim the per diem rate.
- 10.7 Persons requiring a single accommodation and bring their spouse shall pay the difference for double occupancy rate.
- 10.8 Persons requesting a single occupancy though another Board Member could share a room will pay the required difference between single and double.
- 10.9 Anyone wishing to extend their stay will pay the additional accommodation costs. Travel and Accommodation Expenses.

- 10.10 Air travel is to be booked through the Ringette Manitoba office, unless pre-approval has been received from the Executive Director. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. The total ground transportation claim (rental, gas, accommodation and meals) for the traveling portion of the trip will not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking rates). Alternative forms of travel need to be pre-approved by the Executive Director. Ferry travel will be reimbursed. Where a car is taken on the ferry, only the standard car-and-driver rate will be reimbursed. Advanced booking fees will be reimbursed where required by the nature and purpose of the travel.
- 10.11 Ringette Manitoba will notify participants of meeting dates and travel booking cut-off dates as early as possible.
- 10.12 Bookings for travel will be made through Ringette Manitoba and billed directly to Ringette Manitoba; however, in exceptional cases Ringette Manitoba has the authority to approve independent bookings and receipt submitted for subsequent reimbursement.
- 10.13 Persons missing booking cut-off dates or request changes will be responsible for such additional costs.
- 10.14 Whenever possible Ringette Manitoba representatives who are attending the same event should travel together. However only the driver may submit mileage expenses.
- 10.15 Ringette Manitoba will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations or vehicle maintenance repairs.
- 10.16 A Ringette Manitoba Representative attending an event where meals are not provided may request a per diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

11. Other Expenses

- 11.1 Ringette Manitoba Representatives may be reimbursed for long distance telephone calls provided the expenses were Ringette Manitoba-related. Expense claims for telephone expenses must include the name of the person called, their connection to Ringette Manitoba, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.
- 11.2 Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed with prior approval but Executive Director. Receipts must be provided for all such expenses.

12. NSF Charges

- 12.1 Ringette Manitoba may charge a fifty (\$50.00) dollar charge on all NSF Cheques.

13. Replacement Cheques

- 13.1 Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
- 13.2 Cheques that need to be replaced due to loss will be assessed a five (\$5.00) dollar administration fee.
- 13.3 Lost or missing cheques that have not been claimed by Ringette Manitoba's year end will not be reissued.

14. Petty Cash

- 14.1 Physical money will no longer be accepted as payment at the Ringette Manitoba office; therefore, no petty cash will be kept at the office. Multiple arrangements are now available to accommodate payments by individuals and/or membership.

*Date of Last Review: November 2021
RMB Finance Committee is responsible for review of this policy at least once every three years.*
