

## **Archery New Brunswick (ANB) Budgeting and Expense Policy**

**Effective date: Amended April 15, 2016**

This Policy is effective on the date it is approved by a vote of the Board of Directors.

### **Purpose and scope**

The purpose of this Policy is to ensure an appropriate degree of involvement by the Board of Directors and the President in the approval of the budgets and the payment of expenses incurred while conducting approved ANB business.

The provisions contained in this Policy are mandatory.

The Executive Committee will recommend changes, modifications and/or additions to this Policy for approval of the Board of Directors.

### **Policy – Approval of Budgets and Expenses**

#### **Budgets:**

Budgets are established following a process that begins with the call letter from the Province of New Brunswick asking for the “Funding Model” applications for the coming year. Funding Model assistance usually follows the Province of NB’s fiscal year (April 1 to March 31).

Once the call letter is received, the President of ANB will request a budget input document from all Coordinators/Chairs, specifying the level of details needed and the deadline for submission. This is normally followed up by a meeting of the Executive Committee for the purpose of discussion, completion and a preliminary approval of the budgets that will be included in the Funding Model Application. The application is normally required to be submitted by April 15<sup>th</sup> in each year. Coordinators/Chairs will submit their budgets to the president (cc to the Treasurer) by the deadline.

Coordinators/Chairs will formally table their budgets for final approval at the first available Annual General Meeting or the first available Board of Directors (BOD) meeting called after submission of the Funding Model Application. Budget document will include details on the costs and activities that will be carried out during the year.

The Treasurer shall use the budget documents so approved as the basis for paying expenditures. The Treasurer will make payment after ensuring that the activity has been described in the budget document. Committee Chairs/Coordinators shall request Executive Committee approval of all ad hoc items (items not included in the approved budget) before committing to it via the President. The President shall refer the matter to the Treasurer who will determine if it is indeed an ad hoc item and provide any advice deemed fitting the circumstances and whether or not, from the Treasurer’s perspective, approval of the ad hoc item should be supported. This advice shall be provided to all

members of the Executive Committee who shall decide the matter. The President shall communicate such decisions to the requesting Committee Chair/Coordinator. The Treasurer shall update the Budget/Expenditure Forecast Report accordingly.

In order to ensure that the Coordinators have sufficient information of their budgets and expenditures, the Treasurer shall provide reports as requested outlining all revenues and expenditures compared to the budgets approved by the BOD (the Budget/Expenditure Forecast Report).

### **Expenses:**

The Treasurer shall accept for payment all invoices and other appropriate supporting documentation as long as the item described therein has been approved as forming part of an ANB Activity Budget. Activities refer to those broad areas of endeavour that the ANB approves each year as ANB business. Currently these include Athlete Development, Team NB, 3D and FITA Funds, High Performance, development of judges/coaches and Administration. It is understood that these may change over time. However it is intended that the activities forming part of ANB's current efforts will be reviewed and approved by the BOD each year when it approves budgets.

The following expenditures, having been reviewed and vetted by the Board of Directors, are deemed to be approved until rescinded by the BOD with the exception that the recipient shall be confirmed and/or elected each year:

- 1) On September 21, 2013, The Board approved to reinstate the position of Executive Director, as an ex-officio member of the Executive Committee and Board of Directors. The payment of the annual fee to the Executive Director (\$3000 effective 15 April, 2016), if any, would be decided annually by a majority vote of the Board of Directors.
- 2) The BOD, annually, will confirm the nomination of the Provincial Coach and confirm payment for the Provincial Coach's services in the amount of \$1000 or any other amount it may approve by resolution.

Committee Chairs/Coordinators requesting reimbursement for expenses in excess of approved budgets will submit claims supported by original receipts/invoices to the Treasurer and will include an explanation of the cost over-run. Should the Treasurer receive a request to pay a cost over-run, the claim shall be referred to the Executive Committee for approval. The Treasurer shall seek clarification on the reasons for the over budget item and shall provide such information and any other advice deemed pertinent to the Executive Committee. The Executive Committee is authorized to approve or reject all such requests. The President shall communicate all such decisions to the Committee Chairs/Coordinators and to the Treasurer who shall update the Budget/Expenditure Forecast Report.

Committee Chairs/Coordinators are therefore strongly recommended to seek approval before making an expenditure that would cause their respective net budgets to become over budget or that would give rise to a cost over-run.

The Treasurer shall accept for payment a declaration made on a Travel and Expense claim or a club invoice in respect of the following per diems or fixed fees:

- 1) Meals and mileage driven on ANB business at the BOD approved rates (Travel Policy).
- 2) Clubs hosting sanctioned ANB development event (example LTAD, Coaching, Judging Clinics and the AGM) shall be allowed to invoice and receive \$100 for each event as a facility rental fee.
- 3) Canbow Program start-up kits and badges – ANB will provide clubs interested in launching the Canbow program a free start-up kit (10 posters and 10 Level 1 badges). However thereafter extra posters and badges will have to be purchased directly from Archery Canada. The Executive Director is responsible for administering this activity. He/She maintains an inventory of kits and badges. This inventory will be replenished on submission of a budget request and an accounting or report showing quantities purchased previously, dollar amounts and what was used by ANB's Canbow Program participants. Should replenishment occur during a time when no Board of Directors meeting is expected, the Executive Director will provide the request for replenishment and report to the President for approval. Clubs who have started this program but have purchased their supplies direct from Archery Canada will absorb all associated costs.

### **Signing Authorities:**

Article 12.1 of ANB's bylaws stipulates that "All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of ANB, shall be signed by the President and the Treasurer". In practice this stipulation has required a motion to be approved after each election to delegate this signing authority to the incoming President and Treasurer so that ANB can approach its Bank to submit the required proof of Board approval and new specimen signatures to effectively allow these two individuals to sign on ANB's behalf.

Effective immediately, the authority to approve such as motion is delegated to the Executive Committee. This will ensure that ANB can move forward with greater ease to effect such administrative process changes.

### **Operational authorities:**

In addition the Executive Committee is hereby delegated the following authorities:

- 1) Approve all ad hoc budget requests as defined in the Budgeting and Expense Policy.
- 2) Make all decisions in order to implement the Boards direction including implementing the approved budget and Strategic Plan
- 3) All operational decisions to implement the Boards decisions/directions; including final versions of policies based on the deliberation of the Board.

The Executive Director shall be authorized to sign on behalf of the Board the following operational documents:

- 1) Agreement (s) with Archery Canada
- 2) Annual Funding Model Application
- 3) Annual Corporate Report (to maintain our NB incorporation status current – online)
- 4) Web Site management agreements as well as site refresh/redevelopment.
- 5) Other documents as approved by the Executive Committee.