



DURHAM  
COLLEGE  
**STUDENT**  
**ASSOCIATION**

DURHAM COLLEGE STUDENT ASSOCIATION

REVISED POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022  
CHAPTER B-1

## FINANCIAL ADMINISTRATION POLICY

OFFICIAL CONSOLIDATION

Current as of

May 1, 2022

## Table of Contents

|   |          |
|---|----------|
| <i><b>PART I: POLICY STATEMENTS.....</b></i>        | <b>1</b> |
| Budget.....   | 1        |
| Use of funds .....                                  | 1        |
| Safeguard funds .....                               | 1        |
| Application of GAAP.....                            | 1        |
| Variance Reporting.....                             | 1        |
| Long term operating and capital plans.....          | 2        |
| Statutory regulations.....                          | 2        |
| Annual Performance Measurement .....                | 2        |
| Record retention .....                              | 2        |
| Auditor engagement.....                             | 2        |
| <i><b>PART II: APPLICATION.....</b></i>             | <b>2</b> |
| Application of this policy.....                     | 2        |
| Amendments to the policy.....                       | 2        |
| <i><b>PART III: DEFINITIONS.....</b></i>            | <b>2</b> |
| Definitions .....                                   | 2        |
| Further definitions.....                            | 5        |
| Taxes.....  | 5        |
| <i><b>PART IV: RESPONSIBILITIES.....</b></i>        | <b>5</b> |
| Responsibilities.....                               | 5        |
| <i><b>PART V: RECORD KEEPING PROCEDURE.....</b></i> | <b>5</b> |
| Contracts retention .....                           | 5        |
| <i><b>PART VI: PROCUREMENT PROTOCOLS.....</b></i>   | <b>6</b> |
| Role of General Manager .....                       | 6        |
| Supply Chain Activities.....                        | 6        |
| Delegation of Authority .....                       | 6        |
| Purchase Orders .....                               | 6        |
| Credit Card Purchases .....                         | 6        |
| Use of non-competitive procurement process .....    | 7        |

|   |           |
|---|-----------|
| Consulting Services .....                         | 8         |
| Non Consulting Services Contracts.....            | 8         |
| <b><i>PART VII: CONTRACTS.....</i></b>            | <b>8</b>  |
| Review by the General Manager .....               | 8         |
| Review by the Board of Directors.....             | 8         |
| Other Contracts.....                              | 8         |
| Original.....                                     | 9         |
| Employment agreements .....                       | 9         |
| <b><i>PART VIII: BUDGETING .....</i></b>          | <b>9</b>  |
| Budget standards .....                            | 9         |
| Reasonable assumptions.....                       | 9         |
| Cash reserves.....                                | 9         |
| Annual budget .....                               | 10        |
| Non budgeted expenses – less than \$10,000 .....  | 10        |
| Non budgeted expenses – more than \$10,000.....   | 10        |
| Non budgeted expenses – less than \$1,000 .....   | 10        |
| Department expenses .....                         | 10        |
| Right to Dissent.....                             | 10        |
| Appeal Dissent.....                               | 11        |
| <b><i>PART IX: SEGREGATION OF DUTIES.....</i></b> | <b>11</b> |
| Separation of duties .....                        | 11        |
| Separation of Duties Cheques.....                 | 11        |
| Secondary Cheque Signer .....                     | 11        |
| Review of Bank Statements.....                    | 11        |
| Bank Deposits.....                                | 11        |
| <b><i>PART X: SAFEGUARDING ASSETS.....</i></b>    | <b>11</b> |
| Duty to carry out financial practices .....       | 11        |
| Filing System .....                               | 12        |
| Comparison of actuals to budget .....             | 12        |
| Holding of funds .....                            | 12        |
| Excess cash .....                                 | 12        |
| Bank statements.....                              | 12        |

|  |           |
|--|-----------|
| Approval of signing officers .....   | 12        |
| Notification of changes to signing officers.....                           | 12        |
| Insurance .....  | 12        |
| Monthly reconciliation of bank statements .....                            | 13        |
| Discrepancies .....  | 13        |
| Monthly bank statement.....  | 13        |
| <b><i>SCHEDULE A "REIMBURSEMENT PROCEDURE" .....</i></b>                   | <b>14</b> |
| PRINCIPLES.....  | 14        |
| PROCEDURES .....   | 14        |
| FINANCIAL CONTROLLERS RIGHT TO REFUSE.....                                 | 15        |
| <b><i>SCHEDULE B "CORPORATE CREDIT CARDS" .....</i></b>                    | <b>16</b> |
| PERSONS AUTHORIZED TO HAVE CREDIT CARDS.....                               | 16        |
| CARDHOLDER RESPONSIBILITIES .....  | 16        |
| FINANCIAL CONTROLLER RESPONSIBILITIES.....                                 | 17        |
| UNAUTHORIZED USE OF CREDIT CARD .....                                      | 17        |
| LOST OR STOLEN CREDIT CARDS .....  | 18        |
| <b><i>SCHEDULE C - "DONATIONS, GIFTS AND PROVIDED MEALS" .....</i></b>     | <b>19</b> |
| GIFTS/DONATIONS FROM SUPPLIERS .....                                       | 19        |
| BUSINESS MEALS AND ENTERTAINMENT WITH SUPPLIERS .....                      | 19        |
| ASK MANAGER WHEN UNCERTAIN .....   | 20        |
| <b><i>SCHEDULE D - "ACCOUNTS PAYABLE AND FUND DISBURSEMENTS" .....</i></b> | <b>21</b> |
| PRINCIPLES .....   | 21        |
| PROCEDURES .....   | 21        |
| <b><i>SCHEDULE E "RESERVE FUNDS" .....</i></b>                             | <b>23</b> |
| TYPES OF RESERVE FUNDS. ....   | 23        |
| DEFINITIONS.....   | 23        |
| THE OPERATIONS RESERVE FUND .....  | 23        |
| BUILDING FUND .....  | 24        |
| HEALTH PLAN FUND.....  | 25        |
| ACCOUNTING FOR RESERVES.....   | 25        |
| SEGREGATION OF FUNDS. ....   | 25        |
| AUTHORITY TO USE OPERATING RESERVES .....                                  | 25        |
| REPORTING AND MONITORING .....   | 26        |

|   |           |
|---|-----------|
| <b><i>“SCHEDULE F” – CORPORATE TRAVEL</i></b> ..... | <b>27</b> |
| Travel Authority.....                               | 27        |
| Accommodation for travel .....                      | 27        |
| Meals .....   | 27        |
| Transportation.....                                 | 28        |
| Air travel .....                                    | 28        |
| Vehicles travel .....                               | 28        |
| Miscellaneous provisions .....                      | 30        |



DURHAM COLLEGE STUDENT ASSOCIATION *(the "Corporation")*

FINANCIAL ADMINISTRATION POLICY *(the "Policy")*

**PART I: POLICY STATEMENTS**

*Budget*

1. Financial transactions will adhere to the annual operating and capital budgets approved by the Board.

*Use of funds*

2. Funds shall be used in a manner consistent with the purpose for which they were provided in the operating and capital budget.

*Safeguard funds*

3. The Corporation will safeguard all funds and assets by ensuring that appropriate internal control procedures are documented and in place.

*Application of GAAP*

4. Accounts will be reconciled, and financial statements will be prepared monthly in accordance with the generally accepted accounting principal ("GAAP").

*Variance Reporting*

5. Variance reporting and year end forecasts will be prepared monthly.

*Long term operating and capital plans*

6. Rolling five-year operating and capital plans will be developed annually for Board review.

*Statutory regulations*

7. All financial administration will conform to statutory requirements.

*Annual Performance Measurement*

8. Annual performance measurement key performance indicators will be used to measure both financial and non-financial performance.

*Record retention*

9. All records will be kept for seven years in secure storage.

*Auditor engagement*

10. The auditors or other external consultants will be engaged as required to ensure financial policy objectives are achieved.

## **PART II: APPLICATION**

*Application of this policy*

11. This Policy applies to all the employees, Executive Officers and Directors of the Corporation.

*Amendments to the policy*

12. This policy may only be modified by the Board of the Corporation at a meeting duly called for that purpose and in accordance with the By-Laws of the Corporation.

## **PART III: DEFINITIONS**

*Definitions*

13. The following definitions shall apply to this Policy and its Schedules:

**"Accountability"** – The obligation of an employee, agent or other person to answer for or be accountable for work, an action or a failure to act following delegated authority.

**"Approval authority"** – The authority delegated by the Corporation to a person designated to hold a position to approve on its behalf one or more procurement functions in the plan-to-pay cycle, up to specified dollar limits. The approval authority is subject to the applicable legislation, regulations and procedures in effect at the time.

**"Authorized Purchaser"** – shall mean an Executive Officer that has been delegated purchasing authority by the General Manager in accordance with section 20.

**"Board"** – The Board of Directors of the Corporation.

**"Competitive procurement"** – A set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial and competitive bids.

**"Conflict of interest"** – A situation in which financial or other personal considerations might compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional's judgment is likely to be compromised.

**"Consultant (Advisor)"** – A person or entity that, under an agreement other than an employment agreement, provides expert or strategic advice for strategic consideration and decision making. Non-consultants are referred to as service providers.

**"Contract"** - An obligation between competent parties, upon a legal consideration, to do or to abstain from doing some act. For a contract to be duly created, the parties must intend that their agreement will have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

**"Goods"** – A tangible product (excludes goods for capital-funded construction projects).

**"Invitational competitive procurement"** – A form of procurement where a number of qualified suppliers are asked to submit a written proposal in response to the defined requirements outlined by an individual or organization.

**“Non-consulting service provider”** – An individual or company contracting to provide services other than consulting services (expert or strategic advice for decision-making) to another individual or business. Non-consulting services contracts (whether awarded to individuals or entities) are goods and services agreements and therefore subject to this policy.

**“Officers”**- The officers of the Corporation as described in the Bylaws of the Corporation, which may be amended from time to time.

**“Procurement”** – Acquisition of goods or services by any means, including purchase, rental, lease or conditional sale.

**“Procurement value”** – The estimated total financial commitment resulting from procurement, taking into account optional extensions.

**“Purchase order (PO)”** – A written offer made by a purchaser to a supplier, formally stating the terms and conditions of a proposed transaction.

**“Request for Proposal (RFP)”** – A document used to ask suppliers to propose solutions for the delivery of complex products or services or to provide alternative options or solutions for a purchase value over \$100,000. This process uses pre-defined evaluation criteria in which price are not the only factor.

**“Request for Quotation (RFQ)”** – A document used for a purchase value of more than \$5,000 and less than \$100,000 for which suppliers are invited to submit a price in a competitive environment where the terms and specifications are clearly identified. This process is efficient for market pricing studies. If no evaluation criteria have been established, the best pricing prevails. The procurement officer may negotiate with the supplier.

**“Segregation of duties”** – A method of process control to manage conflict of interest, the appearance of conflict of interest, errors or fraud. It restricts the amount of power held by any one individual and puts a barrier in place to prevent errors or fraud that may be perpetrated by one individual.

**“Service”** – An intangible product, including non-consulting and consulting services (excludes services for capital-funded construction projects).

**“Service provider”** – A non-consulting service provider, i.e., one that does not provide expert or strategic advice and related services for strategic consideration and decision-making provides a service, task, work and deliverable as contracted.

**“Single-source supplier”** – Award for the supply of a good or service that can be purchased from only one supplier because of its specialized or unique characteristics or because of exceptional circumstances.

**“Supplier/Vendor”** – Any person or organization that, based on an assessment of that person’s or organization’s financial, technical and commercial capacity, can fulfill the requirements of procurement.

*Further definitions*

14. Any capitalized terms that are not defined herein shall have the same meaning as those defined in the By-Laws of the Corporation.

*Taxes*

15. Any amounts of money referenced in this Policy shall be without any applicable taxes, but shall include relevant fees.

## **PART IV: RESPONSIBILITIES**

*Responsibilities*

16. It is the responsibility of the Financial Controller to ensure this policy is implemented and to report to the Board any failure to respect the said policy

## **PART V: RECORD KEEPING PROCEDURE**

*Contracts retention*

17. All contracts executed with suppliers will be maintained by the Financial Controller in a central file location.

## PART VI: PROCUREMENT PROTOCOLS

### *Role of General Manager*

18. In consultation with the officers of the Corporation and the employees, it is the role of the General Manager of the Corporation to identify the need for goods and services.

### *Supply Chain Activities*

19. The General Manager is responsible for administering all supply chain activities for the procurement of goods and services for the DCSA. It is the only person responsible for engaging the Corporation into a commercial contract for goods and services and for issuing purchase orders. Provided however that the General Manager shall obtain the approval of the Board for any procurement of goods or services that were not approved by the Board in the Budget of the Corporation and have a total value of more than \$10,000. The General must still abide by the RFQ protocols described in this Policy for purchases over \$5,000 but under \$100,000. It is responsible for ensuring that the procurement process fully complies with provincial law and directives and internal policies.

### *Delegation of Authority*

20. The General Manager may delegate its purchasing authority to other officers or employees of the Corporation provided however that the said person will be accountable to the Corporation for any purchase made under such delegation of authority. Informal delegation of the purchasing authority is forbidden.

### *Purchase Orders*

21. The General Manager authorize the issue of purchase orders as is needed in consultation with the appropriate manager and the Financial Controller.

### *Credit Card Purchases*

22. Purchases made by Credit Card that are compliant with Schedule A of this policy will be considered to have been made with proper purchasing authority. Any Credit Card purchase that do not respect the procedure of Schedule A will be considered to have been made

without proper delegation of authority. Each Authorized Purchaser will have a monthly purchase order workbook provided by the Finance department. When a purchase order is required, the purchase order will be completed, logged and appropriately authorized.

| Total Goods Procurement Value   | Means of Procurement                            |
|---------------------------------|---|
| Up to but not including \$5,000 | Purchasing credit card or verbal purchase order |
| \$5,000 to \$100,000            | RFQ– three written quotations                   |
| \$100,000 and more              | RFP   |

*Use of non-competitive procurement process*

23. The Corporation will employ a competitive procurement process to achieve optimum value for money. It is recognized, however, that the nature of some purchases may require the Corporation to use non-competitive procurement. Items exempt from competitive process include the following:

- |  |                              |                      |
|--|------------------------------|----------------------|
| Alcoholic Beverages                                | Honorariums                  | Insurance premiums   |
| Customs  | Investments and related fees | Sponsorship fees     |
| Courier and freight charges                        | Subscription fees            | Membership fees      |
| Conference, seminar fees                           | Course registration fees     | Refunds              |
| Leaseholds   | Payroll and benefits         | Taxes and charges    |
| Debt payments                                      | Recruitment agency fees      | Donations            |
| License fees                                       | Real property charges        | Petty cash items     |
| Interest payments                                  | Event venues                 | Travel expense       |
| Event entertainer fees                             |                              | Utilities            |
| Organization/Board development consulting services |                              | Vehicle license fees |

Where appropriate, single source purchasing agreements will be established to provide for

preferential pricing and terms (e.g. food service suppliers). These agreements will be reviewed annually.

#### *Consulting Services*

24. In the case of consulting services only one supplier may be solicited; however, to contract consulting services from a sole supplier, the supplier in question must have a professional designation such as a lawyer, an accountant, or other regulated professional. Contract for consulting services under the amount of \$10,000 shall be approved by the General Manager. Contracts over that said amount shall require the approval of the Board.

#### *Non Consulting Services Contracts*

25. Contracts for the procurement of non-consulting services require the same signatures, number of quotations and processes as those for the procurement of a good (refer to section 6.6).

## **PART VII: CONTRACTS**

#### *Review by the General Manager*

26. Regardless of point of origin, all contracts must be reviewed by the General Manager prior to execution.

#### *Review by the Board of Directors*

27. All contracts with a term equal to or longer than one 1 year and/or a total value equal to or greater than \$50,000 shall be authorized by the Board. Furthermore, if there is a change to the cost of a Board approved contract that requires an additional funding of at least five per cent of the approved value of the contract, then those change orders shall also be approved by the Board. The Board may delegate its signing authority of the General Manager via written resolution.

#### *Other Contracts*

28. Subject to the terms of this policy, all other contracts shall be executed by the General Manager of the Corporation. The General Manager may delegate its authority to sign contract

to other officers of the Corporation.

*Original*

29. Following approval, the original signed copy of the contract will be forwarded to the General Manager. An electronic copy of the signed contract will be forwarded to the office of the Controller on a central shared drive created for this purpose.

*Employment agreements*

30. This Division 7 does not apply to the employment agreements of the Corporation, except with regards to execution at subsection 28.

## **PART VIII: BUDGETING**

*Budget standards*

31. Budgets provide a standard by which to measure performance, encourage planning, and allocate resources in accordance with funding source requirements.

*Reasonable assumptions*

32. Budgets should use reasonable assumptions of income and expenses. Budgets should be balanced, and should lead to the accumulation of reasonable Reserves, as set out in Schedule E, which can be used to ensure cash flow over time.

*Presentation by the Financial Controller*

33. The Financial Controller shall present to the Board no later than April 30th of each year the proposed Budget for the Board approvals. This Budget will present fairly the expected operational expenses and capital expenses and will be prepared in consultation with the General Manager and Executive Officers of the Corporation.

*Cash reserves*

34. The Board should be notified when cash reserves are below 3 months regular operating expenses.

*Annual budget*

35. The organization budget is prepared by the Financial Controller, in consultation with the other manager of the Corporation, beginning no later than March of every year.

*Non budgeted expenses – less than \$10,000*

36. Non-budgeted expenditures that exceed \$10,000 will be recommended by the General Manager and Financial Controller to the Board for approval and to consider a formal revision of the approved annual budget

*Non budgeted expenses – more than \$10,000*

37. Non-budgeted expenditures between \$1,000 and \$9,999 that cannot be easily accommodated by shifting expenses from another budget line should prompt a discussion between the General Manager, the Financial Controller, the Chairperson, and the Managing Director to justify the expense, how it will be financed, and how other budgeted expenses may be affected. If consensus is reached on the above matter, execute the decision. If no decision is reached than the matter shall be referred to the Board for approval.

*Non budgeted expenses – less than \$1,000*

38. Non-budgeted expenditures less than \$1,000 do not require discussion if they are approved by the General Manager and/or the Financial Controller.

*Department expenses*

39. Within any budgeted expense category, expenditure changes that do not exceed the total budgeted amount are within the discretion of the appropriate department Manager. (For example, funds allocated to Clubs may be redirected for other Clubs purposes as long as the total line item amount is not exceeded.)

*Right to Dissent*

40. The General Manager and Financial Controller should exercise the right to express disagreement and dissent with a decision by the Chairperson or Managing Director and should seek to resolve such disagreements informally.

*Appeal Dissent.*

41. When that is not possible, the General Manager, Financial Controller, Chairperson, and Managing Director to resolve the dispute as contained in 8.10, the matter shall be forwarded to the Board. A member other than the Chairperson shall preside at the Board meeting when a dissent is registered.

## **PART IX: SEGREGATION OF DUTIES**

*Separation of duties*

42. There will be separation of financial duties and responsibilities so that no staff member has sole control over cash receipts, payroll, bank reconciliations, accounts payable or other accounting functions.

*Separation of Duties Cheques*

43. With the exception of the Financial Controller, the cheque signer will not be the same person who approves expenditures, records bookkeeping entries, or prepares cheques for signing.

*Secondary Cheque Signer*

44. The Financial Controller will be a secondary cheque signer.

*Review of Bank Statements*

45. Bank statements will be reviewed by at least one person in addition to the person performing the reconciliation.

*Bank Deposits*

46. Bank deposits will be made by someone other than the person recording receipts.

## **PART X: SAFEGUARDING ASSETS**

*Duty to carry out financial practices*

47. The Financial Controller shall have primary responsibility for ensuring that proper financial

management procedures are maintained and that the policies of the Board are carried out.

*Filing System*

48. A proper filing system will be maintained for all financial records.

*Comparison of actuals to budget*

49. Actual income and expenditures will be compared to the budget on a monthly basis.

*Holding of funds*

50. All funds will be kept at Royal Bank of Canada, or otherwise as determined by the Board of Directors from time to time.

*Excess cash*

51. All excess cash will be kept in an interest-bearing account.

*Bank statements*

52. Bank statements will be promptly reconciled on a monthly basis by the bookkeeper/generalist or the Financial Controller, and reviewed by the other.

*Approval of signing officers*

53. The board of directors shall approve annually any new signers for each bank account and any new and necessary bank accounts.

*Notification of changes to signing officers*

54. The Controller is responsible for promptly notifying financial institutions of any changes to authorized signers on organizational accounts.

*Insurance*

55. Appropriate insurance for all assets will be maintained.

*Monthly reconciliation of bank statements*

56. On a monthly basis, the bookkeeper/generalist, or the Controller, will reconcile the bank statements to the general ledger, and notify each other of any discrepancies.

*Discrepancies*

57. The Controller will resolve all discrepancies with the assistance of the bookkeeper/generalist, and the bank, if necessary.

*Monthly bank statement*

58. Independently, the Executive Chair or Managing Director will receive a copy of the general operating monthly bank statement for review of reasonableness.

## SCHEDULE A "REIMBURSEMENT PROCEDURE"

### *PRINCIPLES*

1. The Corporation shall provide information and guidance about the appropriateness of incurring, reporting and receiving reimbursement for allowable business expenses.
2. Allowable business expenses shall be within approved budget allocations.
3. Allowable business expense reimbursement shall be authorized by Financial Controller or, circumstances where the Financial Controller is unavailable, the General Manager.

### *PROCEDURES*

4. In May of each year, the Financial Controller shall determine the Financial thresholds and per diem rates for categories of allowable business expenses for that academic year.
5. The timelines for submitting requests for reimbursement and for receiving payment shall be as follows: Allowable business and professional development expenses incurred will be reimbursed only during the fiscal year in which the transaction(s) took place
6. The documentation requirements for allowable business expenses shall be as follows: Original receipts from the transaction(s) must be retained and submitted along with a completed Corporation reimbursement form, which includes a full accounting of the transaction(s) as well as appropriate authorization, including supporting documentation and signatures.
7. Despite section 6 of this Schedule A, employees may be required to provide additional information to support reimbursement.
8. Individuals shall request reimbursement only for their individual allowable business expenses and provide original signatures on the reimbursement request form given to them by the Financial Controller.
9. Foreign currency expenditures shall be reimbursed using the average daily Bank of Canada

exchange rate.

10. Employees shall return to the Corporation all monies in excess of substantiated expenses within prescribed timelines.
11. Authority to approve allowable business expenses shall rest in the offices named in the following table, as long as no one approves their own expenses:

| Submitted by   | Approved by one of:   |
|--|---|
| Board members<br>Executive Chairperson<br>The General Manager<br>The Finance Manager                 | The Managing Director<br>The Deputy Chair of the Board<br>The General Manager |
| The Operations Manager<br>The Outreach Manager<br>Unionized staff members<br>Part time staff members | The General Manager<br>the Operations Manager<br>the Outreach Manager         |
| Routine invoice  | The General Manager   |
| Elections candidate  | The Chief Returning Officer   |

*FINANCIAL CONTROLLERS RIGHT TO REFUSE*

12. Expenses that appear to, or actually, provide personal benefit to an employee, without a valid business purpose, shall not be reimbursed.
13. Any exemption from this procedure shall be authorized by the Financial Controller.
14. The Financial Controller, on behalf of the Corporation, retains the right to refuse, in whole or in part, reimbursement of business expenses.

## **SCHEDULE B “CORPORATE CREDIT CARDS”**

### *PERSONS AUTHORIZED TO HAVE CREDIT CARDS*

1. The Corporate Credit card is available to the General Manager.
2. Additional cards may become available should both the General Manager and Financial Controller authorize their issuance.
3. The General Manager’s credit card, or any other person’s credit card authorized in accordance with subsection 1.2 of this Schedule A, shall be embossed with their name and only that person is authorized to use the said credit card.
4. The Financial Controller is the primary contact for the credit card program and is required to review all purchases made with the card, as well as ensuring compliance with the program procedures.

### *CARDHOLDER RESPONSIBILITIES*

5. It is the responsibility of the cardholder to comply with this Schedule A, including documentation requirements. Specific duties include:
  - a. Immediately report a lost or stolen credit card as detailed in section 5 of this Schedule A;
  - b. Ensure that the card is not used by anyone other than the cardholder;
  - c. Submit all transactions on a regular basis for approval using the prescribed form;
  - d. Advise the Financial Controller by email, 5 days ahead of “Seasonal Increase” in credit limit including time frame;
  - e. Retain all documentation of purchases for audit purposes;
  - f. Contact vendors directly on disputes pertaining to invoices/receipts. The cardholder will document the name of the person with whom they spoke, the dollar amount of

the credit card and when it will be issued;

- g. Surrender the credit card immediately if subject to disciplinary action, as defined in the By-Laws or as required by the Financial Controller;
- h. Any unsubstantiated charges will be the responsibility of the cardholder; and
- i. Advise the Financial Controller with any technical problems (e.g. denied card).

The prescribed form referred to in subsection c shall be an excel sheet, with columns indicating: the transaction date, cardholder, supplier, amount, applicable taxes, net amount and business purpose.

#### *FINANCIAL CONTROLLER RESPONSIBILITIES*

- 6. It is the responsibility of the Financial Controller to ensure that the cardholders comply with this credit card procedure, including documentation requirements. Specific duties include:
  - a. Review and reconcile the statement of account, with the substantiating documentation, and remit monthly payment to the credit card company;
  - b. Provide assistance to cardholders on account reconciliation and any related technical problems (i.e. denied card). In an emergency, perform cardholder reconciliation responsibilities during cardholder absences;
  - c. Review statements to identify possible improper, unauthorized, fraudulent, or wasteful purchases;
  - d. Immediately report any violation of credit card procedures to the Financial Controller; and
  - e. Archive credit card reports and files.;
  - f. Manage "Seasonal Increase" in credit limit within the corporate limit.

#### *UNAUTHORIZED USE OF CREDIT CARD*

- 7. Without exception, the credit card shall not be used for the following purposes:
  - a. Personal expenditures of any kind;

- b. Cash advances;
- c. Fuel purchases for personal vehicles;
- d. Alcoholic beverages (unless as part of a rider or contract or as approved by the Financial Controller);
- e. Products or services that require contracts or quotations; and
- f. Computer hardware; software; or capital equipment, unless authorized by the Managing Director.

#### *LOST OR STOLEN CREDIT CARDS*

- 8. In the event that a credit card has been lost or stolen or if the credit card information has been compromised in a fraudulent manner, the cardholder should:
  - a. Immediately notify the credit card company to report the loss.
  - b. Immediately notify the Financial Controller with the following information within one business day after the discovery of the loss:
    - i. Credit card number
    - ii. Date and location card is to be believed to be lost or the date the card was stolen;
    - iii. Date and time MasterCard was notified;
    - iv. Any purchases that had been made by the cardholder before the loss; and
    - v. Other pertinent information.
    - vi. If the cardholder finds the original purchasing card, it shall be cut in half and returned to the Financial Controller.

## SCHEDULE C - "DONATIONS, GIFTS AND PROVIDED MEALS"

### *GIFTS/DONATIONS FROM SUPPLIERS*

1. No employee should solicit or accept gifts, including money, awards, loans, food, liquor, events, or anything other than items of nominal value from any supplier;
2. An employee may only accept a gift of nominal value or supplier logo merchandise such as an advertising novelty, when it is customarily offered to others having a similar relationship with the supplier. As a guideline, only gifts valued at less than \$50 may be considered nominal;
3. Any employee offered a gift which may be of more than nominal value or have any doubts about a particular situation, should consult his or her manager.

### *BUSINESS MEALS AND ENTERTAINMENT WITH SUPPLIERS*

4. Supplier personnel must participate and be in attendance when Corporation employees accept social amenities.
5. Entertainment should be limited to sporting and cultural events not involving overnight stays.
6. The total cost of any specific event should not exceed \$100 per person (excluding any meal expenses).
7. Spouses or guests should only attend such events if the company paying the bill (whether Corporation, Durham College or the supplier) has specifically invited the guests and offered to pay their expenses. Corporation employees should not solicit invitations for their guests and should offer to pay their guest's expenses if they are invited.

## *ASK MANAGER WHEN UNCERTAIN*

- 1.1 Whenever business amenities are provided by a supplier, your immediate manager should be notified before the event, where possible. Business amenities that clearly exceed these guidelines require the prior approval of your manager. If you are unsure if it is appropriate to accept an invitation to a specific event, always contact your manager for approval so that he or she can assess and make a decision that is in the best interest of the Corporation and has minimal impact to the supplier relationship.

## SCHEDULE D - "ACCOUNTS PAYABLE AND FUND DISBURSEMENTS"

### *PRINCIPLES*

1. All disbursements, except petty cash, are made by cheque or credit card and are accompanied by substantiating documentation, as described in schedule A.
2. All cheques are pre-numbered and accounted for monthly.
3. Blank cheques are stored in a locked area.
4. The Financial Controller and/or bookkeeper/generalist is responsible for invoices and cheque requests being marked "PAID" once they have been.
5. Vouchers are required for all petty cash disbursements. The petty cash fund is reconciled (beginning amount less voucher amounts) before the fund is replenished.
6. Cheques are written only after a successful reconciliation is complete.
7. Blank cheques may never be signed in advance.

### *PROCEDURES*

8. All invoices received are stamped with the date received by the Financial Controller or the designated person assisting them and placed in the unpaid open invoice file.
9. The Financial Controller approves all invoices and expenditures and prepares cheque requests weekly.
10. The Financial Controller or the designated person assisting them records all disbursements in the accounts payable ledger.
11. The Financial Controller or the designated person assisting them prepares all cheques for the approved expenditures, using pre-numbered cheques.
12. The cheques with approved invoices or other supporting documentation may be forwarded to either the General Manager, the Operations Manager or Outreach Manager by the Financial Controller so they may review all cheques and supporting

documentation prior to signing cheques.

13. After signing the cheques in accordance with section 12, the Financial Controller or the designated person assisting them takes the cheque stubs attached to the supporting documentation (for each cheque) to place into the Corporation's financial filing cabinet.
14. The Financial Controller or the designated person assisting them is responsible for mailing all cheques.

## SCHEDULE E "RESERVE FUNDS"

### *TYPES OF RESERVE FUNDS.*

1. The Corporation shall maintain three reserve funds: the operations reserve funds, the health plan reserve fund, and building reserve fund.

### *DEFINITIONS*

2. The following definitions shall apply to the Schedule E:
3. **"Operating Reserve Fund"** - The Operating Reserve Fund is defined as the designated fund set aside by action of the Board. For the purposes described at section 2 below of this Schedule E.
4. **"Target Minimum Operating Reserve Fund"** - The Target Minimum Operating Reserve Fund is equal to [3] months of the average recurring total operating costs of the Corporation, budgeted for any given fiscal year.
5. **"Building Reserve Fund"** – The Building Fund is a dedicated fund of the Corporation funded by the student center fee collected from Members in order to contribute to the improvement of the student center at the North Oshawa main campus.
6. **"Health Plan Reserve Fund"** - The Health Plan Reserve Fund is defined as the fund set aside for the payment of health plan claims and health plan related expenses.

### *THE OPERATIONS RESERVE FUND*

7. Purpose. The Corporation may, from time to time, build and maintain an adequate level of unrestricted net assets in an Operating Reserve Fund to support the organization's Members in the event of unforeseen shortfalls such as, academic supports to assist with college strikes, and/or student scholarships to assist with undue hardships that may result due to unexpected circumstances.
8. Usage. The Operating Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as investment in infrastructure, or renovations to the Student Centre Building.
9. Funding the Operating Reserve Fund. The Corporation shall fund the Operating Reserve Fund to contribute an amount as set by resolution of the Board of Directors each month to the Operating Reserve Fund. This monthly amount shall be reviewed in May of each year

by the Board, under the guidance of the Financial Controller, to ensure that the Operating Reserve Fund is adequately funded.

10. Replenishing the Operating Reserve Fund. If the Operating Reserve Fund falls under the Target Minimum Operating Reserve Fund, the Corporation shall endeavor to replenish the Operating Reserve Fund to the Target Minimum Operating Reserve Fund.
11. Revisions to Accommodate Changes. The Operating Reserve Fund serves a dynamic role for the Corporation and may be reviewed and adjusted by the Board in response to internal and external changes affecting the Corporation or its membership.
12. Review of Target Minimum Operating Reserve Fund. In addition to calculating the actual Operating Reserve Fund at the fiscal year-end, its Target Minimum Operating Reserve Fund shall be reviewed each year after approval of the annual budget.
13. Reports. The Operating Reserve Fund will be reported to the Board at the first Board meeting in May of each year and included in the regular financial reports.
14. Target Minimum Operating Reserve Fund Shortfall. If the Target Minimum Operating Reserve Fund falls below the 3-month threshold for 3 months, either consecutively or cumulatively during the fiscal year, the Financial Controller shall propose revising the Target Minimum Operating Reserve Fund amount to the Board at the Board meeting following the discovery of such an issue.
15. Forbidden Usage. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

#### ***BUILDING FUND***

16. Student Center Fee. The Corporation is currently collecting a fee from its Members for to pay towards the maintenance and capital infrastructure in the student center at the Oshawa campus.
17. Rent. The student center fee is used to pay the rent charged by the College for the Corporation's tenancy in the student center and may also be used for other costs and expenses associated with the operations of the student centre.
18. Expiration of Lease Payments. The student center fees collected from the Members shall be kept into the Building Reserve Fund should the Corporation is no longer obligated to pay rent under the Lease Agreement with the College.
19. The Board shall direct the amount of the Student Centre Fee being diverted to the Building Fund.

20. The Board may only use the Leasehold Improvements Reserve Fund to finance leasehold improvements.

#### *HEALTH PLAN FUND*

21. Health Plan Fee. The Corporation may collect a Health Plan Fee, a Dental Plan, a Health Plan Administration Fee, and a Dental Plan Administration Fee which shall be set by the Board on the recommendation of the General Manager after consultation with the Health Plan service provider.
22. The Health Plan fund shall be used to pay the claims of the Health Plan, Dental Plan, the administrative expenses of the health and dental plan, and shall maintain a reserve which shall be set by the Board on the recommendation of the General Manager after consultation with the Health Plan Service provider.
23. The Board may create a long-term plan for the use of the Health Plan Fund to support the Organization's Initiatives that relate to the health and wellbeing of students

#### *ACCOUNTING FOR RESERVES*

24. Record-Keeping. The Reserve Funds shall be recorded in the Corporation's accounting system and financial statements in a manner determined by the Financial Controller.
25. Available Only in Cash. The Reserve Funds will only be available in cash or cash equivalents.

#### *SEGREGATION OF FUNDS.*

26. The Reserve Funds shall be kept into a separate bank accounts, isolated from all other funds and separated from all other monies of the Corporation. Investing. The Financial Controller may advise the Board and the Board may determine, from time to time, to invest the Reserve Funds in low-risk investment vehicles ((e.g. Guarantee Investment Certificate or Government Bonds).

#### *AUTHORITY TO USE OPERATING RESERVES*

27. No Funds from the Reserve Funds may be used unless specifically authorized by the Board, or allowed under this policy.

*REPORTING AND MONITORING*

28. The Financial Controller and the General Manager are responsible for ensuring that the Reserve Funds are maintained and used only as described in this Schedule E.
29. Upon approval of the use of Reserve Funds, the Financial Controller will maintain the relevant records and plan for replenishment.
30. The Financial Controller shall provide quarterly reports to the Board regarding the progress to restore the Reserve Funds.
31. The Financial Controller shall annually discuss the relevant risk factors associated with the Reserve Funds.

## **“SCHEDULE F” – CORPORATE TRAVEL**

### *Travel Authority*

1. All DCSA travel must be pre-approved as per the requirements this policy.
2. All travel expenses must be approved according to this policy.
3. Sustainable travel options should be considered during the pre-authorization of travel arrangements.
4. Travellers will not be paid for travel expenses related to travel for personal reasons.
5. All corporate travel will be approved by the General Manager, except travel from the General Manager which would be approved by the Managing Director.

### *Accommodation for travel*

6. The standard for accommodation is a single or double room, in a safe environment, conveniently located and comfortably equipped.
7. When travel plans change and the accommodation will not be required, the traveller must ensure that reservations are cancelled. Non-cancellable accommodations should not normally be booked, unless authorised by the General Manager.
8. *The Public Services and Procurement Canada Accommodation and Car Rental Directory* for the Government of Canada must serve as a guide for the cost, location and selection of accommodation. It is the traveller's responsibility to verify the city rate limit for their destination and determine if the supplier they wish to use has a rate within or above the limit. Any booking twenty five percent above the limit needs to be authorised by the General Manager.

### *Meals*

9. The Meals Allowances for travel is the same as the Directive on Travel, Appendix B, for the Canada Revenue Agency.
10. Meal Allowances shall not be paid if the conference or accommodation fee includes meals.

### *Transportation*

11. The General Manager determines the method of transportation for corporate travel. The selection of the mode of transportation must be based on cost, duration, convenience, safety and practicality.

### *Air travel*

12. First class and business class air travel are not permitted.
13. Itineraries must be arranged to provide for an overnight stop after continuous travel time of at least nine hours unless declined by the employee.
14. Trips of less than 300 kilometres should not normally be by air except when specifically pre-authorized by the general manager.
15. Travellers will be reimbursed for the airport shuttle, taxi or ridesharing company fare from the traveller's residence, workplace or travel location to the carrier's terminal and vice versa.
16. Travellers who drive a privately owned vehicle to and/or from the carrier's terminal to begin or end a period on travel status, will be paid the CRA kilometric rate specified in the CRA Directive on Travel Appendix A: CRA Kilometric Rates up to the distance between the traveller's residence, workplace or temporary duty travel location and the carrier's terminal.
17. If another person drives a traveller to and/or from the carrier's terminal, the traveller will be paid the CRA kilometric rate specified in the CRA Directive on Travel Appendix A: CRA Kilometric Rates for the round trip between the traveller's residence, the workplace or the temporary duty travel location and the carrier's terminal.

### *Vehicles travel*

18. Travellers must use the most direct, safe and practical road routes and must claim expenses incurred only for distances necessarily driven on DCSA business travel.

19. The use of rental vehicles is encouraged and the rates as set forth in *The Public Services and Procurement Canada Accommodation and Car Rental Directory* for the Government of Canada applies.
20. The use of privately owned vehicles must be approved by the General Manager, and is subject to the provisions of this policy.
21. In the interest of safe driving, when traveller-driven vehicles are authorized, travellers will not be expected to drive more than:
  - 250 kilometres after having worked a full day;
  - 350 kilometres after having worked one-half day; or
  - 500 kilometres on a day the traveller has not worked.
22. Travellers who drive on DCSA business are to have a valid driver's license, respect all license conditions, practice safe driving, and follow all driving rules, regulations and laws that apply.
23. Travellers will be reimbursed the actual costs paid for parking the vehicle at both the workplace and at the point of call only when the cost of parking at the workplace is an additional cost that they would not normally incur.
24. Travellers will be reimbursed the actual costs of road, ferry, bridge and tunnel tolls only when these are incremental costs resulting from DCSA business travel.
25. The DCSA assumes no financial responsibility for privately owned vehicles and is not responsible for premium costs and reimbursing deductible amounts related to insurance coverage.
26. Privately owned vehicles used on DCSA business must, at a minimum, have basic insurance coverage, including the minimum PLPD coverage required by the province or territory of registration of the vehicle.
27. When Supplementary Business Insurance (SBI) is required for the applicable period on DCSA business, premium costs will be paid by the DCSA.

*Miscellaneous provisions*

28. Provided there are no additional costs to the DCSA, travellers on DCSA business travel can join loyalty programs and retain benefits, for business or personal use, offered by government approved services and products in the travel industry.
  
29. Costs associated with personal travel or for the travel of another person accompanying travellers on DCSA business travel are not reimbursable. Further:
  - a. The travellers must include in their travel request the assessment of the financial impact of the personal portion of their trip.
  
  - b. Travellers will not be paid for any reduction in cost for the DCSA business travel resulting from the personal travel plans.
  
  - c. Travellers will be paid only the cost of the most economical and direct route that would have been taken had no personal travel arrangement been incorporated.
  
30. In case of any unproven cases under this policy, the General Manger shall consult with *the Boarder Public Sector Financial Policies* by the Management Board of Cabinet (Ontario) and *Directive on Travel* by the Canada Revenue Agency and resolve the issue in a manner which makes the most sense for the needs of the organization.