

HANLAN BOAT CLUB

Accounts Payable Policy and Procedure

Policy

The purpose of this policy is to establish the responsibilities, controls, and procedures for the accurate and timely payment of all accounts payable, including but not limited to purchase orders, payroll, and government remittance payments.

Accounts payable is the payment of purchase orders and non-purchase order procured goods and services. Payroll is the total amount of wages and salaries paid by a company to its employees. Government remittances are statutory payments including source deductions on payroll, employer taxes, Workers Safety Insurance Board payments (WSIB), and Goods and Services Tax (GST).

Procedure

Invoices

A purchase order will be issued by the Treasurer, on the recommendation of the board for unique or non-recurring expenses. The purchase order will include:

- a PO number
- date prepared
- company name
- vendor name
- name and phone number of a contact person
- description of the items being purchased
- the quantity
- unit prices
- shipping method
- date needed
- any other pertinent information.

One copy of the purchase order will be delivered to the vendor, and one copy will be retained by the Treasurer.

Recurring expenses, such as utilities and property tax, are invoices that correspond with the board approved operating budget and do not require a purchase order.

Vendor invoices from either/any type of purchase will be received by the Secretary by email at hanlancommunications@gmail.com or by mail at P.O. Box 75311, Leslie Street P.O., 1915 Lakeshore Blvd E, Toronto, ON M4M 1B3. The Treasurer on behalf of the board will actively encourage all vendors to use email to submit invoices for record keeping purposes.

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The Secretary will provide any invoices received to the Treasurer within 4 days. The Treasurer will verify that the invoice correctly reflects what the company has ordered, what has been received, and the correct unit costs, calculations, tax rates, and terms. If the information is correct the Treasurer will then arrange payment by cheque, under the following conditions:

- Net 30 days from date of invoice; or
- If offered by the vendor, within a time specified that will provide a discount (e.g. 2%/10 net 30 - if the invoice is paid within 10 days, a 2% discount may be applied to the total)

If the invoice does not accurately reflect the purchase order, or other discrepancies are noted, the Treasurer will investigate within 10 days of receipt of the invoice. Two board members will then sign the payment cheque, following the instructions in the Cheque Signing Procedure.

Corporate Credit Card Statements

The credit card holder, will submit the itemized expenses in the manner below, to the club Secretary, within one week of the billing date of the card.

- Fill in the Hanlan Reimbursement Form. The Treasurer will provide the GL code.
- Attach the itemized receipt(s) to the Reimbursement Form. If the receipt is smaller than a standard sheet of paper, tape the itemized receipt(s) to a sheet of 8 ½" x 11" paper.
- If applicable, attach any required board approval(s) to the Reimbursement Form.
- Submit this package to the Secretary.

The Secretary will scan and pass the reimbursement request to the Treasurer for review. Discrepancies must be addressed with the card holder prior to the payment date on the statement. Payment will be done by on-line by transfer or at the bank in advance of the statement payment date.

Cash expenses incurred by employees or club members will be discussed in the Expense Policy and Procedure.

Payroll

Employees will be required to provide a copy of their social insurance number, a copy of their work permit if applicable, birthdate, current address, and a void cheque. Each employee will be required to complete a TD1 and a TD1 Ontario. All this information will be held by the Treasurer and/or Payroll administrator only; it will not be shared with the board, the membership, or any outside parties, except applicable branches of the provincial or federal government when required.

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Salaried Employees will be paid by direct deposit or E-Transfer, which will be set up by the Treasurer upon receipt of the above information. Salaried employees will be paid monthly by the last day of each month.

Hourly employees will be paid by E-Transfer on the 30th of each month, for the period from the 20th day of the preceding month to the 20th day of the current month. Hourly employees must submit their hours, in writing via Email, to the Treasurer and the Secretary by the 20th day of the month. Hourly employees must submit their hours within a maximum of 60 days to be paid.

Cheques will be issued for payroll only on the express request of the employee.

The Treasurer will ensure that applicable taxes, Canada Pension Plan, WSIB, Employment Insurance and any other statutory deductions are correctly calculated, and the net pay advice is provided to the bank, to be available to the employee on the pay days listed above.

Government Remittances

The Treasurer will remit sufficient and correct payment to the applicable government agencies on, or before, the deadline date set by the government. This includes but is not limited to the employee and employer portions of the payroll remittances, GST, and WSIB payments. Where electronic payments are accepted, the Treasurer will set up the account accordingly and use this form of payment for remittances.

Reporting

The Treasurer will submit a monthly report of accounts payable, and disbursements to the Directors at each board meeting. These reports can be generated through the accounting program used by HBC. The Secretary will file these reports along with the meeting minutes.

Approved by the Board of Directors on April 9, 2018

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Expense Policy and Procedure

Policy

The purpose of this policy is to outline the entitlement and conditions under which expenses will be reimbursed by Hanlan Boat Club. The policy applies to the President, Treasurer, Head Coach, Club Captain, and, with prior approval from the board, any other member.

This policy addresses all expenses that are incurred on an ad-hoc basis. For expenditures involving recurring expenses, vendor invoices, payroll, and government remittances and club, please refer to the Accounts Payable policy.

Hanlan Boat Club does not keep "petty cash" for cash reimbursements of any kind.

All expenditures incurred must be for, or in support of, legitimate HBC activities. The expenses must be approved in principle on the annual operating plan and should not exceed \$2000. For purchases above \$2000, the club shall endeavour to create an account and receive an invoice from the vendor. If this is not possible, formal written approval must be obtained from the board prior to purchase.

Reimbursement will not be given where:

- *Receipts are submitted in excess of \$2000 without prior written approval from the board*
- *Purchasing foreign currency or providing personal loans.*
- *Purchase of items which are prohibited under this policy*
 - *alcoholic beverages, tobacco, controlled substances*
 - *leases and rentals*
 - *professional services*
 - *items for personal use*
 - *maintenance agreements*
 - *repairs, renovations or remodeling*
 - *seminars and memberships*
 - *utilities, telephones and cell phones*
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The Board of Directors has the authority to make exceptions to this list when special or unusual circumstances arise. Approval must be given in writing prior to purchasing items on the prohibited list.

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Procedure

Upon making an expenditure, an eligible person (as described above) shall obtain a Hanlan Reimbursement Form. This form is available on the Hanlan website or through the Club Treasurer. Expenses must be submitted with 60 days of purchase.

Fill in the form completely. The general ledger code (GL) will be entered by the Treasurer.

- Attach the itemized receipt(s) to the Reimbursement Form. If the receipt is smaller than a standard sheet of paper, tape the itemized receipt(s) to a sheet of 8 ½" x 11" paper.
- Attach proof of payment if payment is not acknowledged on the receipt(s)
- Attach the board approval(s) to the Reimbursement Form.
- Submit this package to the Secretary for scanning.

The Secretary will scan and pass the reimbursement request to the Treasurer for review. Payment will be made by cheque.

Approved by the Board of Directors on April 9, 2018

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