



PEEL HALTON SOCCER ASSOCIATION

Finance Policy and Procedure



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FINANCE POLICY AND PROCEDURES

The Treasurer shall be responsible for the financial management of the Peel Halton Soccer Association (PHSA).

OBJECTIVE

The objective of these financial policies and procedures is to provide consistent application of conduct and proper internal controls to safeguard member assets while performing the duties as described in the PHSA By-Laws.

BUDGET

i. Generation

The next fiscal year's budget of PHSA shall be initially generated by the Treasurer. The budget is presented to the Board of Directors (BOD) for review and approval.

ii. Distribution

Presented to the District membership at the AMM.

MANAGEMENT AND CONTROL

Handling of the Districts Funds and Division of Responsibilities

i. Treasurer

The Treasurer shall oversee the District and League's handling of the receipt of all income and payment of all expenses, with oversight by the Board of Directors.

ii. Signatories

Approved signatures on the accounts will consist of the President, Vice President and Treasurer.

OPERATING ACCOUNTS

Operation of Accounts

Accounts shall be opened and operated to ensure funds are managed under acceptable practices of all tax-exempt organizations.

Maintaining Operating Account

The operating account of PHSA shall be maintained by staff with oversight by the Treasurer. All income shall be recorded and deposited into these accounts. All expenses shall be paid by a cheque drawn upon these accounts with the exception of recurring utilities, these will be paid with the PHSA credit card. Expenses will be paid from the operating accounts according to the procedures outlined as follows:

i. Expenses

Staff will review invoices for accuracy and then submit to the "Account" email for processing. Approval requests are sent to the three Board signatories. All bills require the approval of one of the three signatories via e-mail prior to payment. Upon approval, staff will generate a cheque for the approved amount, await appropriate signature(s) on the cheque(s), and mail the payment to the party.



ii. Replacement Cheques

Issued cheques that require replacement at the request of the payee will be charged a fee of \$50.00 to cover any administration processing required.

iii. Location of Accounts

Operating accounts must be held in financial institutions insured by the Canadian Deposit Insurance Corporation (CDIC).

iv. Signatures Required

- All disbursement of funds over the amount of \$2000 will require signatures from two (2) of the three (3) approved signatories.
- All disbursement of funds under the amount of \$2000 will require a signature from one (1) of the three (3) approved signatories.

v. Non-Sufficient Funds (NSF)

If a payment is returned due to insufficient funds, penalties will be enforced. Please refer to Appendix A.

REPORTING

Treasurer's Report

The Treasurer will create and distribute a report to the Board of Directors on a monthly basis regarding the financial activity of the Club.

Budget Comparison Report

The Treasurer will create and distribute a report to the Board of Directors on a monthly basis.

Annual Financial Statements

The Treasurer will prepare and submit to the Board of Directors for approval. These statements shall include year-end Income Statement along with other financial statements deemed applicable.

The Districts fiscal year will be from October 1 to September 30.

OTHER REPORTS AS NEEDED

Fees

The fee structure is outlined in Appendix A, attached. Player registration and administration fees are outlined in the Outdoor and Indoor Purchase Order. These documents are posted on the website for reference. Any exceptions must be approved by the Treasurer and managed by the Board of Directors.

Compensation

i. Independent Contractors Compensated, Information to be provided to PHSA

All individuals providing a service which is compensated by PHSA must provide name, address and contact (email/phone) information.

ii. Employees

All paid employees of the District must sign a contract if receiving an annual salary.



iii. Expense Reimbursement

From time to time, the Board of Directors, volunteers, employees or other individuals will incur expenses on behalf of the District. These items will be reimbursed only with prior approval and a valid itemized receipt or invoice supplied.

CREDIT CARDS

PHSA holds a corporate credit to be used for recurring utilities and any other expenses approved by Treasurer.

AMENDMENTS

These financial policies may be amended at any regular meeting of the Board of Directors.

SPONSORSHIPS & FUNDRAISING

The PHSA recognizes the need to develop alternative sources of revenue through sponsorship and other fundraising activities. All sponsorships, fundraising agreements must be approved by the Board of Directors.

This document will be reviewed on an annual basis and will be updated as required.

APPENDICES

Appendix A

Schedule of Fines, Fees, Bonds and Penalties



Appendix A - Schedule of Fines, Fees, Bonds and Penalties

Schedule of Fines, Fees, Bonds and Penalties

Registration Fees

Player Card	\$3 per card
Replacement Card	\$5 per replacement
Registration data entry – recreational, development and competitive	\$6 per entry
Temporary Eligibility Permit	\$5 per permit
Trial Registration Permit - Amateur	\$10 per form
OS fee	set annually by the OS
CSA fee	set annually by the CSA
SaaS Fee – Non SportsEngine Client	\$2.85
SaaS Fee – SportsEngine Client	\$2.50

Membership Fees

Annual Renewal Membership Fee	\$100 per member
New Membership Application Fee (Active and Associate)	\$500 per application
Application for Change in Membership category	\$250 per application
Application for Merger/Amalgamation	\$250

Application to Travel Forms

Canada and US	\$5 per team
Outside Canada and US	\$125 per team

Tournament

Tournament Application Fee	\$75
Failure to submit Tournament Discipline Report within 3 days	\$100
Failure to submit complete Tournament Report documents within 30 days	\$100

Discipline Fees (cases heard by PHSA)

- OS Hearings – OS fees apply
- If the person is found not guilty no fee is charged
- Fees are invoiced to the Club
- All fees are due within 4 weeks of decision notice

Discipline Hearing Administration Fees (charged to the Club per individual)

Senior Player	\$25
Youth Player	\$25
Team Official	\$100
Club (for spectators, unidentified players and team officials)	\$100



Appeal Hearing Administration Fees

- for appeals under the jurisdiction of the PHSA Discipline and Appeals Committee
- if the appeal is upheld, the fee is returned to the appellant and the same amount is charged to the respondent
- if the appeal is denied, the fee is forfeited by the appellant

Appeal hearing fee by an Individual	\$250 per appeal
Appeal hearing fee by a Club	\$250 per appeal

Other Discipline Fees

Request for the postponement of a Discipline Hearing	\$250 per request
Request for postponement of Appeal Hearing	\$250 per request
Request for a Hearing (after failure to attend when required)	\$125 per request
Failure to appear at a Discipline Hearing (without a valid reason)	
Player or Team Official	\$300 per person
Representative for a Club (Club is fined)	\$300 per Club
If Club or League was required to attend	\$300 per Club/League

Administrative Fees

Failure to attend the PHSA AMM	\$250 per member
Failure to meet the deadlines for competitive and recreational registrations	\$200 per team
Playing a player or team prior to validation	\$500 per instance
Failure to submit PHSA Tournament Report within 30 days of the event	\$100 per tournament
Failure to renew by required deadline all required Membership renewal forms	\$100 per member
Failure to return a player card when requested	\$200 per instance
Failure to submit Application to Travel Form (ATF)	\$500 per instance
Failure to submit Application to Host Exhibition Game (AHEG)	\$200 per instance
Replacement of lost, stolen or damaged cheque	\$50 per instance
Non-Sufficient Funds (NSF) fees	\$50 per instance

Bonds – may be levied by PHSA Discipline and Appeals Committee for a specific period of time of purpose

Non-Member League approval to operate a league within the District	\$500 annually
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Penalties

Failure of a Club to pay any fines within the stipulated timeframe

All fees, bonds and fines including Discipline –

- after 30 days 50% is added to the fee/fine and the Club is invoiced for the total amount
- after 60 days the Club is notified in writing and may be suspended from Membership for failure to abide by PHSA Rules and Regulations. Any such suspension will remain in effect until the outstanding monies are paid

Interest – all invoices are due in full 30 days after being issued. Interest may be charged on any unpaid portions at the rate of 1.0% monthly or 12% per annum