| Policy Name: Finance | Date of Approval: October 28, 2026 | Activation Date: November 1, 2026 |
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| Approved By: Board of Directors | Version: 2026.1 | Replacing Previous Version: 2023.1 |
| Review Cycle: 3 Years or as Required | | |

## *1.1 Definitions*

a) The following terms have these meaning in this policy:
   i. "Representative" – Individual employed by or engaged in activities on behalf of the MGA including coaches, officials, staff members, contractors, volunteers, committee members and the board of directors.

## *1.2 Purpose*

a) The MGA will function as a Not-for-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.

b) The purpose of this policy is to guide the financial management of the MGA.

## *1.3 Financial Management System*

### 1.3.1 Budgeting and Reporting

a) The MGA Board will review and approve an annual budget which will contain the MGA's total anticipated expenditures and revenues.

b) The Treasurer (or designate) will, at each meeting of the Board or at minimum quarterly present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet for the Board for approval.

c) The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determine by the Board.

d) The financial statements of the MGA will be audited by an auditor appointed by the Board, if required by the Manitoba Corporations Act.

e) The MGA will file a T2 Corporation Income Tax and GST Return each fiscal year.

### 1.3.2 Financial Controls

a) All contracts, documents or any other instruments in writing which requiring the signature of the MGA shall be signed by at least two of the following; President, Vice-President, Treasurer or Executive Director.

b) All contracts, documents or any other instruments in writing which have been approved in the MGA's budget that are under $10,000 are not subject to the policy above and may be executed by the Executive Director.

c) All cheques or electronic payments under $10,000 require signatures or electronic approvals from two of the following; President, Vice-President, Treasurer or Executive Director.

d) All cheques or electronic payments of $10,000 or above require signatures or electronic approvals from two of the following; President, Vice-President, or Treasurer.

e) All cheques payable to any signing authority will not be signed by that signing authority.

f) In the absence of any resolution to the contrary passed by the Board, the deeds, contracts, securities, bonds and other document(s) requiring the signatures of two signing officers.

g) Bank statements will be reconciled monthly to the general ledger. On at least a quarterly basis, the Treasurer will review and initial a copy of the Bank Reconciliation to indicate their review and approval.

h) Payment is due upon registration or purchase for all goods and services. An internal report is produced at least monthly for all online payments and reconciled with the appropriate project and account.

i) Accounts receivable terms are net forty-five from the date of the invoice. Accounts receivable are reviewed monthly by Executive Director. Overdue accounts are charged 1.5% interest per month.

j) Accounts payable will be paid within the terms of the supplier invoice.

### 1.3.3 Financial Record Keeping

a) All financial records will be kept for seven years in accordance with the requirements of Revenue Canada. Audited financial statements are retrained for the full history of the MGA (after fiscal 1999).

### 1.3.4 Fiscal and Membership Year

a) The MGA's fiscal year will be as described in the By-Laws.

b) The MGA's membership year is September 1 to August 31.

### 1.3.5 Revenue

a) Registration fees will be reviewed annually by the Board. Individual Membership fee increases will be voted on at each Annual General Meeting. There are no refunds on Club or Individual Membership Fees.

b) All money received by MGA will be placed into a general fund with a reputable financial institution and will be used for all necessary and permitted purposes for the operation of the organization.

### 1.3.6 Expenses

a) All purchases that exceed the proposed budget by the amount of $5,000 must be approved by the Board.

b) All expenses will be supported with receipts and must be detailed to the budget projects and accounts by the Administrative Assistant.

c) Individuals must seek approval for forecasted expenditures from the Executive Director.

d) Expenses will only be paid out for written invoices, signed expense claim forms, or as otherwise approved by the Executive Director.

e) For expenditures over $100,000, the Board will exercise prudent due diligence and may seek quotes from multiple vendors and/or issue request for proposal.

f) Approved expenses are to be claimed and reported no later than thirty days following the date of the expense. Expenses submitted beyond the thirty-day reporting requirement will only be paid upon the Board's approval.

g) The petty cash fund will not exceed $250 and shall be operated for small incidental cash purchases not to exceed $20. When the cheque request is submitted for payment it should indicate the amount needed to bring the fund back up to $250.

h) No cash advances will be provided.

i) Reimbursement for the following items is available for individuals approved to conduct MGA business.

- Personal Vehicle Mileage - $0.50 per km from the representative's home address to

destination. Whenever possible, the representatives who are attending the same event should travel together.

- For representatives in dual roles (ex. coach/judge), 50% of mileage will be paid by the host of the event.
- Per Diem
    - Where meals are provided or included in the accommodation rate, per diems will be adjusted appropriately.
    - Where meals are not provided a per-diem allowance will be paid and do not require receipts.
    - No exceptions will be made for dietary concerns, it is encouraged that those with dietary concerns advise the event host in advance so they can try to make accommodations where necessary.
    - In-town residents may claim lunch or dinner if the activity is in progress before and after the mealtime, otherwise claims for meals will not be allowed. Breakfast claims from local residents are not allowed.
    - $70.00 per day, a full day is attendance at a meeting, activity or travelling between 7:00 – 7:00 pm.
    - Meals for partial days will be reimbursed at the following rates;
        - $12.00 for Breakfast
        - $19.00 for Lunch
        - $39.00 for Dinner
    - For representatives in dual roles (ex. coach/judge), 50% of per diem (if applicable) will be paid by the host of the event as long as the number of sessions coached for the duration of the event does not exceed 50%.

b) Reimbursement for the following items is available for Team Support Staff and Committee Chairpersons approved to conduct MGA business.

- Parking
    - Will be covered where no free parking option is available.
    - For parking fees incurred over multiple days, taxi should be taken pending it is more economical.
- Long Distance Telephone Calls
    - May be reimbursed provided the expenses are organization-related. Expense claims for telephone expenses must include the name of the person called, their connection to the organization and the purpose of the call. Telephone expenses in excess of $20 will not be reimbursed.
    - Copying expenses may be reimbursed with receipt provided.

e) Air and accommodations for travel are to be book through the MGA wherever possible. If not possible, all travel expenditures must be approved prior to booking at the most economical rate.

f) Car travel will be reimbursed at the specified mileage rate in this policy and will not exceed the cost of available economy airfare. Car rentals will be reimbursed where authorized at the most economical rate possible.

g) For car rentals, it is the responsibility of the renter to ensure that adequate collisions, comprehensive and third-party liability insurance properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.

h) The MGA will not be responsible for any parking or speeding tickets or any other fines.

i) Accommodations are to be booked based on double occupancy unless otherwise specified. Accommodations are to be booked based on single occupancy for the MGA's President. Anyone requesting "single occupancy" must be prepared to pay any additional costs. MGA will pay room charges only.

j) If accommodations with friends or family are secured opposed to hotel the representative, will receive compensation of $40.00 per day.

k) For representatives at MGA sanctioned events that take place over multiple days, judges traveling more than 140 km or 1.5 hours round trip from event may be eligible for hotel accommodations if they must travel within a 12-hour turn around window. For example, if a judge finishes at or after 8:30 pm and is required to return prior to 8:30 am the next day, and their trip is 70 kms they would qualify for hotel accommodations.

l) Representatives who are required to travel more than 100 km to the event may be considered for hotel accommodations if the start time is prior to 10:00 am. In the case of poor road conditions, hotel accommodations should be considered for judges travelling more than 70 km prior to 10:00 am.

m) For representatives in dual roles (ex. coach/judge), 50% of accommodations (if applicable) will be paid by the host of the event as long as the number of sessions coached for the duration of the event does not exceed 50%.

n) Any associated costs related to a cancellation or change to travel are the responsibility of the individual.

o) Extenuating circumstances or expenses not otherwise provided for in this policy are to be brought to the attention of the Executive Director for approval.

### 1.3.7 Honoraria

a) Honoraria for judges are paid by the host club according to the various honorarium pay scale that is listed in the various Technical or Judges Regulations.

b) The Honoraria for Clinicians is $35.00 per hour.

c) Honoraria for Learning Facilitators and Coach Evaluators is paid as outlined in the NCCP Policies.

d) The Honoraria for Facility Rental is $30.00 per hour.

### 1.3.8 Credit Cards

a) The Executive Director will hold a credit card to be used for expenses related to the operations of the MGA.

b) The cardholder will be responsible for all the charges made on the credit cards. The card holder must:
   a. Not allow another person to use the card
   b. Protect the pin of the card
   c. Only purchase within the credit limit of the card
   d. Notify the credit card company if lost or stolen
   e. Keep the card in a secure location
   f. Surrender the credit card upon the cardholder ceasing to perform the role for which the card was issue
   g. Forward to the administrative assistant the receipts and statement for reconciliation

c) The Administrative Assistant must:
   a. Ensure that each credit card is paid in full on a monthly basis
   b. Review and reconcile each card statement on a monthly basis
   c. Bring to the attention of the Board any credit card expense which does not appear to be authorized under the policy
   d. Recover from the cardholder any funds owing for unauthorized expenses

d) All expenses charged to the credit card should be supported by the credit card receipt issued by the merchant or detailed supplier invoice to confirm that the expenses are properly incurred on MGA business.

e) Credit cards are not to be used for any personal expense and may not be used for meal purchases except with prior authorization.

f) Under no circumstances are cash advances to be drawn on MGA credit cards.

g) All points, rewards or other opportunities that are earned as a result of the MGA credit card can only be redeemed for the benefit of the association, a designated program or activity.

### 1.3.9 Goods and Service Tax

a) The MGA exceeds the revenue threshold for Not-For-Profit entities being exempt of GST

therefore the MGA collects and remits GST to the CRA annually.

### 1.3.10 Non-Sufficient Fund Charges

a) The MGA will charge a twenty-five-dollar charge on NSF cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case-by-case basis. An individual who has a repeat occurrence of a returned cheque may not be allowed to pay with cheque in future. Accept methods of payment will be cash, certified cheque or money order.

### 1.3.11 Replacement and Stale Dated Cheques

a) Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken and a stop payment has successfully been administered.

b) Cheques that need to be replaced due to loss will be assessed at ten-dollar administration fee plus GST.

c) Lost or missing or stale dated cheques that have not been claimed will not be reissued after six months of the cheque issue date.

### 1.3.12 Equity/Operating Reserve

a) The target for the minimum operating reserve fund or minimum equity level is 12 months of the Association's average operating cost. The calculation of average monthly operating costs includes all on-going committee expenses. The amount of the equity/operating reserve will be reviewed annually after the fiscal budget is approved.

### 1.3.13 Investment Policy

a) An investment policy is necessary to provide direction to the Executive Director and Board of Directors when investing MGA funds. The purpose of any temporary or long-term surplus of funds is for security and preservation of capital. Investments must be safe and liquid in order to liability match with any future expenses. To ensure that funds are safe and held securely to

minimize risk and loss, this would include guaranteed, interest, bearing investments such as a fully secured, bank-issued term deposit or GIC.

### 1.3.14 Refund and Late Registration Policy

a) This policy applies with regard to refunds or late registrations with MGA:
   - All late registrations will be charged a $25.00 administration fee.

- No refunds except extenuating circumstances to be approved by the Executive Director, a medical note may be requested.
- Club Registration Late Fee of $25.00 will be applied if club registration is not received by the deadline specified in the Registration Handbook.
- A $1.00 fee per individual member will be applied if Individual Membership registration and payment has not been received within 30 days of the Commencement Date as stated on the Letter of Intent.