

COMMANDA COMMUNITY CENTRE

POLICIES AND PROCEDURES:



Policies and Procedures pertaining to Finances

Policy:

The CCC will adhere to the rules as set down in the Ontario Not- for-Profit Act (ONCA).

92 (1) A corporation shall prepare and maintain records containing,

(i) accounting records adequate to enable the directors to ascertain the financial position of the corporation with reasonable accuracy on a quarterly basis;

s. 92 (1); 2015, c. 38, Sched. 7, s. 55 (1).

(3) Subject to any other Act or rule of a taxing authority that requires a longer retention period, a corporation shall retain the accounting records referred to in clause (1) (i) for six years. 2010, c. 15, s. 92 (3).

93 (1) A corporation shall keep the records described in clauses 92 (1) (a), (b), (c), (f), (g) and (h) at the corporation's registered office or another place in Ontario designated by the directors. 2010, c. 15, s. 93 (1).

100 (1) All registers and other records required by this Act or the regulations to be prepared and maintained by a corporation may be in any form, provided that the records are capable of being reproduced in an accurate and intelligible form within a reasonable time. 2023, c. 9, Sched. 22, s. 15 (1).

41 (1) A director or officer of a corporation who,

(a) is a party to a material contract or transaction or proposed material contract or transaction with the corporation; or

(b) is a director or an officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the corporation,

shall disclose to the corporation or request to have entered in the minutes of meetings of the directors the nature and extent of his or her interest. 2010, c. 15, s. 41 (1).

(2) The disclosure required by subsection (1) must be made, in the case of a director,

- (a) at the meeting at which a proposed contract or transaction is first considered;
- (b) if the director was not then interested in a proposed contract or transaction, at the first meeting after he or she becomes so interested;
- (c) if the director becomes interested after a contract is made or a transaction is entered into, at the first meeting after he or she becomes so interested; or
- (d) if a person who is interested in a contract or transaction later becomes a director, at the first meeting after he or she becomes a director. 2010, c. 15, s. 41 (2).

(5) A director referred to in subsection (1) shall not attend any part of a meeting of the directors during which the contract or transaction is discussed and shall not vote on any resolution to approve the contract or transaction unless the contract or transaction is,

- (a) one relating primarily to his or her remuneration as a director of the corporation or an affiliate;
- (b) one for indemnity or insurance under section 46; or
- (c) one with an affiliate. 2010, c. 15, s. 41 (5).

Procedures:

- a) Receipt of funds: Any cash, cheques, or money orders received will be documented as to who provided the funds and what it was for by the Treasurer or his/her designate. Receipts will be provided by the Treasurer.
- b) Unsolicited cash such as the Donation Jar: These moneys will be counted at the end of the event by two board members if possible. If two board members are not present, then one individual attending the event will be selected to aid in counting the moneys. The funds, along with the reconciliation of the funds, will be given to the Treasurer at the earliest convenience.
- c) No cash for alcoholic beverages will be accepted by the individuals attending the bar. Only tickets procured from the authorized person(s) administering the sell of tickets for alcoholic beverages will be accepted. If there is a surcharge for certain alcoholic beverages, a special ticket will be obtained by the Purchaser. The person receiving these tickets will deposit the ticket(s) in a box designated for these tickets. A reconciliation of the tickets will be made following the event.

- d) No cash for food or non-alcoholic beverages will be accepted by the individuals attending the food counter, except as noted in section (e). Only tickets procured from the authorized person(s) administrating the sell of tickets for food or non-alcoholic beverages will be accepted. The person receiving these tickets will deposit the ticket in a box designated for these tickets. A reconciliation of the tickets will be made following the event.
- e) Cash can be accepted at the food counter for events when there are no alcoholic beverages being sold.
- f) An auditor will be engaged in May of each year to provide an audit of the financial Records for the Annual Meeting.
- g) All rules as per the ONCA regarding the conflict of interest will be adhered to. These rules are found in the policy portion of this section.
- h) Records will be kept as per the rules laid out in the ONCA.
- i) All record will be kept as per the Canada Revenue agency's requirements for a period of time.

Policies and Procedures pertaining to Communications

Policy:

Board members will not answer communications regarding complaints and suggestions, received from others that are not Board Members without forwarding such communications to all Directors, without following the procedure. Communication is defined as receipt of a phone call, an email, a letter, a fax, or from social media.

Procedure:

Board Members are to forward such communications received from outside the Board to the full team before responding to said communications. A standard neutral reply such as "thank you for your "communication". "Your communication will be forward to\the Board immediately and you will receive a reply in the next 48 hours or as soon as otherwise possible."

Policy:

Board Members are not to contact other Board Members by phone, or in person for the discussion of Board/Centre-related topics unless specifically invited to do so. All must respect board members' personal and professional times.

Procedure:

Board members will email other members to setup a time to discuss CCC business if it can not be done in an email. The involved Board members will decide which mode of communication will be used.

Policy:

No issues that are not related to the business of the CCC will be discussed at meetings.

Procedure:

Board members will follow the code of ethics.

