



Ontario Healthy Schools Coalition

Finance Policy

Date reviewed and approved by Core Steering Committee: February 4, 2015

PART 1: GENERAL

PURPOSE

The purpose of this policy is to address the procedures by which the Ontario Healthy Schools Coalition (OHSC) Core Steering Committee members and other members designated by the Co-Chairs will be governed when requesting funding from the OHSC.

FUNDING REQUESTS & APPROVAL PROCESS

All funding requests made to the Ontario Healthy Schools Coalition (OHSC) must be submitted to an OHSC Co-Chair on the approved request form, with proper documentation.

Two signatures are required for each request:

Requester: the person who initiates the request must complete the approved funding request form and attach proper documentation.

Approver: a Co-Chair must approve all expenses prior to processing.

PROCEDURE

The two Co-Chairs are responsible for administering this policy and for preauthorizing and processing all expense claims in accordance with this policy.

RELEASE OF EXPENSE INFORMATION

All expense information is considered to be public information and shall be made available, upon request, to an auditor.

PART 2: TRAVEL EXPENSE REIMBURSEMENT

Travel expenses may be reimbursed for Core Steering Committee or other designated members attending to business related to the OHSC, including meetings, conferences, conventions, seminars, workshops, and other professional development opportunities. All members/volunteers shall follow the processes identified below when travelling out of their own territory on behalf of the OHSC.

All travel expenses must be pre-approved by one Co-Chair.

AUTHORIZED TRAVEL

OHSC Core Steering Committee or other designated members may be entitled to receive reimbursement for expenses while attending the following:

- ✓ Healthy school or other conferences, conventions, seminars, workshops, etc. for the purpose of OHSC promotion and business;
- ✓ Ministry or other meetings, and
- ✓ Professional development/ training (identified by the Core Steering Committee members)

TRAVEL EXPENSE CLAIMS

Within one month of their return from an out of town event covered by this policy, members are responsible for mailing a completed "OHSC Expense Form for Reimbursements" and all original receipts to the OHSC Admin Coordinator. The OHSC Admin Coordinator will seek final approval from a Co-Chair and submit the documentation to the OHSC secretariat.

MEAL ALLOWANCES

The maximum meal allowances that will be reimbursed (inclusive of taxes and gratuities), with receipts, are \$10 for breakfast, \$ 20 for lunch and \$ 30 for dinner or \$60 per day if staying overnight. Purchases of alcoholic beverages will not be reimbursed.

REGISTRATION FEES

Registration fees for approved attendance at a convention, conference, seminar, workshop or annual meeting will be reimbursed in full upon submission of an Expense Form indicating payment has been made by the individual and the individual has attended the event.

TRAVEL ALLOWANCE

Transportation

- (i) Members may choose their own method of transportation on the understanding that the most direct route and the most economical, efficient method must be used.
- (ii) The cost of an additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided that the cost of the extra accommodation is not greater than the savings realized from the discounted airfare.
- (iii) Private vehicles may be used by members for out of town transportation. Reimbursement will be made using the most economical method calculated. Travel will be reimbursed at a rate of .51 cents a kilometre.
- (iv) Sickness and Accident Insurance will not be covered by OHSC and will be the responsibility of the individual if travelling inside or outside of Canada.
- (v) Members who wish to combine a business trip with personal travel may do so provided that they assume all additional expenses not related to the business travel.
- (vi) When more than one member is travelling in the same motor vehicle, only the owner/renter of the said vehicle is entitled to reimbursement for mileage expenses as provided by this policy.

Accommodations

- (i) Available government or corporate rates should be requested at the time of booking hotel reservations. Individuals may be reimbursed for either single or double room rates (including applicable taxes) depending on individual circumstances. An overnight stay in association with a one day meeting or business event out of town is justified (and therefore the per diem rate applied), only when the event commences before 10 a.m. or extends beyond 7 p.m.
- (ii) With approval from the Co-Chairs, hospitality accommodation, such as suites, parlours, etc. may be obtained when necessary for entertainment/hosting purposes, or if an accommodation is not available. Conference hospitality events may be held if costs are recovered through the registration fees paid at the conference and not incurred by OHSC membership fees.
- (iii) If a member chooses to stay overnight with friends or relatives while on business related to OHSC, instead of at a hotel, accommodation expenses will not be reimbursed, but appropriate meal allowances will still apply, as required.

Telephone Calls

OHSC members will be reimbursed for all telephone calls (local or long distance) that are directly related to OHSC business. One reasonable personal call home will be reimbursed for each day of out of town travel.

Parking Expenses

- (i) OHSC members will be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out of town on business, subject to the submission of appropriate receipts, and provided that the cost of the parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the OHSC.
- (ii) Members will be reimbursed for the cost of parking their motor vehicle overnight in another city while they are out of town on business, subject to the

submission of appropriate receipts. Loss or damage to the vehicle, while parked, shall not be the responsibility of the Ontario Healthy Schools Coalition.

Hosting

On occasions when it is necessary for the Co-Chairs or Core Steering Committee members to host or entertain people while on out of town business relating to the affairs of the Coalition, an estimated budget must be provided and pre-approved by the Co-Chairs.

Gift Purchases

Gifts may be purchased up to a value of \$75.00 upon approval from a Co-Chair.

PART 3 – OHSC CONFERENCES AND EVENTS

PURPOSE

All members/volunteers will follow the processes identified below when planning any OHSC sanctioned event.

All expenses must be pre-approved by one Co-Chair.

EVENT PLANNING COMMITTEE

For all OHSC sanctioned events, an Event Planning Committee shall be established. At the onset of planning for any OHSC sanctioned event, all members/volunteers involved in the planning of the event must meet with at least one Co-Chair to establish an Event Planning Committee and review the anticipated scope of the event and available financial resources.

The Co-Chairs of the OHSC shall be ex officio members of the Event Planning Committee. A Co-Chair or his/her delegate must be present at all Event Planning Committee meetings. If no Co-Chair or delegate is in attendance at a meeting, all decisions shall be tabled until the Co-Chair/delegate is able to participate.

AUTHORIZED EXPENSES

Prior to initiating any action, the event planning committee shall prepare an event plan and preliminary budget identifying anticipated revenue and expenses. Once an event budget is finalized, any changes to the budget must be approved by an OHSC Co-Chair.

Upon approval of the budget, a monthly financial report shall be submitted by the Event Planning Committee to the Co-Chairs to report on revenue and expenditures to date and any anticipated revenue/expenditures moving forward.

Upon completion of the event, an event report, including a final budget, shall be submitted to the Core Steering Committee.

PART 4: CONTRACTS

Contracts are legally binding agreements that set out work to be performed and protect OHSC's interests should a dispute arise. Contracts are required when services have been secured in exchange for payment. Performing work before a contract is signed exposes OHSC to significant business risk. A few important clauses and sections to note are:

Consideration - clearly defined expectations of what services will be provided in exchange for payment, or what each party to the contract expects to receive.

Contract Term - specifies the starting and ending date of a contract, or the conditions when the agreement is in force and when it is no longer in force.

Ownership and Copyright - who owns the documents produced while the contract is in effect or when the work is completed.

Confidentiality - protects our work from being released to third parties without OHSC's consent.

Indemnity - protects OHSC if any other party to a contract faces legal liability resulting from their own improper work or failing to perform.

Termination - sets out what happens if the work or service being provided cannot be completed, and under what conditions OHSC or another party can end the contract before the term expires.

Signature - Contracts and agreements are only valid when both parties have signed an original copy in writing.

All contracts must be approved (with signature) by at least one Co-Chair before proceeding. The decision to proceed with any work without a contract is at the discretion of the Co-Chairs.

For any agreements over \$5,000, a minimum of three (3) competitive, comparable quotes must be obtained prior to entering into any agreement.