

Preamble:

To guide Pride Winnipeg Festival managing members on how to seek approval for both budgeted and non-budgeted items, and to properly record budgeted expenses.

Policy Statement:

Pride Winnipeg Festival takes financial stability with the outmost seriousness. All transactions conducted by the organization must have extensive oversight to ensure the organization remains in strong financial health.

Procedures:

When a purchase is made from within the final, Board of Directors approved budget, the following steps need to be taken:

1. Approval for an expense is considered to have been made before the purchase when the division/department budget received final approval from the Board of Directors at the beginning of the fiscal year. To properly account for and record the expense, a Finance Request Form must be filled out. This form can be found on the SharePoint site under the Finance Division page. The following information must be provided:
 - a. Name of the person making the request.
 - b. The date the request is being made on.
 - c. The division/department that the person that is making the request belongs to.
 - d. Whether the expense is a reimbursement to a Pride Winnipeg Festival managing member.
 - e. The name of the vendor/supplier/payee.
 - f. A description of the expense.
 - g. The form of payment (i.e. cash, cheque, or credit card).
 - h. The month the expense will come out of and the amount.
 - i. The currency and exchange rate if foreign.
 - j. The budget line that the expense will be charged to.
 - k. The current approved amount in the respective budget line.
 - l. The current amount of money left in the respective budget line.
 - m. The amount of money left in the respective budget line after the expense request.
 - n. A proof of purchase (receipt, invoice, etc.)
 - o. Payment information including payee name, payee address, payee email, and payee phone number.
2. Finance Requests must be given a decision within three days upon submission to the Vice-President, Finance. The Vice-President, Finance has four decisions they can make:
 - a. Approve the expense.
 - b. Reject the expense.
 - i. A reason for the rejection must be supplied. If the individual feels the rejection was not valid they may appeal to the Finance Committee. If the Finance

Committee rejects the expense the individual may further appeal to the Board of Directors for final consideration. Please note that an appeal cannot go directly to the Board of Directors if not first reviewed by the Finance Committee.

- c. Request a change.
 - i. This option is selected if there is a slight discrepancy in the request that needs further clarification or correction.
- d. Reassign the request.
 - i. This option is selected if the Vice-President, Finance feels they are in conflict for reviewing the request and wishes to have someone without bias review and select the outcome for the request, usually the President.

3. Once the Finance Request Form has been completed, it is imperative the amount be recorded against the division/department's working budget.
 - a. A working budget is a copy of the final budget submitted to the Board of Directors.
 - b. At the end of the year when the Board of Directors reviews revenues, expenses and the variances from previous years, where there are material discrepancies, the Board of Directors will want to know why it occurred.
 - c. By recording expenses as they occur in working budgets, along with any notes as necessary, the division/department head should be able to immediately identify the reason for the discrepancy and provide that information to the Board of Directors.
 - d. Working budgets are created by creating a copy from the final approved budget saved on SharePoint, or the finalized division/department budget previously submitted. **The final budget on SharePoint can not be modified.** The working budget file should be saved where it can be easily accessed and to assure its integrity. Budget holders are to be diligent in amending their working budgets as they are responsible for the expenses in their area and will be held to account for them by the Board of Directors.
4. If the expense has not been budgeted for and/or there is no room in the budget for the expense the following steps are to be taken (note that the totals below pertain to the year-to-date totals for budget overage approvals and not for single overage approvals:
 - a. Under \$499: Executive Member approval.
 - i. Note that an Executive Member cannot approve an increase to their own budget and must seek approval from another Executive Member.
 - b. Between \$500 - \$999: Executive Member and then Finance Committee approval.
 - c. Between \$1,000 - \$2,499: Executive Member and then Finance Committee and then Executive Committee approval.
 - d. Over \$2,500: Executive Member and Finance Committee and Executive Committee and Board of Directors approval.
5. The above steps can be modified at the discretion of the Board of Directors in the event a budget overage approval is needed urgently.
6. For budget overage approvals it is recommended the following information be provided to the approving body:
 - a. What is the money being used for?

- b. What benefits can the organization receive from this expense?
- c. What commitments (if any) will the organization have from this expense?
- d. How does it help the organization fulfill its vision and mission?
- e. Additional information (if applicable):
 - i. Operations Plan.
 - ii. Forecasted expenses and revenue.
 - iii. Parties involved.

7. Budget overage approvals will take a variety of time depending on the amount requested.
8. If a purchase is made prior to seeking approval the organization is not obligated to pay the expense and that responsibility will lie with the person who made the unauthorized transaction.
9. Failure to follow this policy will lead to disciplinary action up to and including termination.

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