



DARTS ALBERTA POLICY FINANCIAL ADMINISTRATION

POLICY NUMBER: 006
PAGE 1 OF 1

1 FINANCIAL RECORDS

- 1.1 The Treasurer shall provide a copy of all new Reconciliation Reports, for the General and Casino Accounts, to all Executive Members at each Executive Meeting.
- 1.2 The Treasurer shall provide a copy of the most current Profit & Loss Statement to all Executive Members at each Executive Meeting.
- 1.3 The Treasurer shall provide a copy of the most current Balance Sheet to all Executive Members at each Executive Meeting.
- 1.4 The Treasurer shall ensure that all receipts for the current fiscal year are available at each meeting, should a member have any questions regarding any deposits or disbursements.

2 BANK STATEMENT VERIFICATION

- 2.1 The Treasurer shall bring any new Original Bank Statements to each Executive Meeting. Executive members will be randomly selected to verify that the balance of the original bank statement matches the current M.Y.O.B Balance on the applicable Reconciliation Report, by initialing the original bank statement.

3 BANK ACCOUNTS

- 3.1 Darts Alberta shall retain a Chequing Account for all General Operating Revenues and Expenditures.
- 3.2 Darts Alberta shall retain a separate Chequing Account for all Alberta Gaming Revenues and Eligible Expenditures.

4 FINANCIAL INSTITUTION

- 4.1 The Royal Bank of Canada shall be the financial institution for all Darts Alberta bank accounts.

5 SIGNATORIES

- 5.1 Unless under extenuating circumstances, one of the two signatories on all Darts Alberta cheques shall be the Treasurer.
- 5.2 Unless under extenuating circumstances, the Youth Director shall be one of the signatories on all Darts Alberta cheques relating to youth expenditures.

6 ACCOUNTING SOFTWARE

- 6.1 MYOB Accounting Software shall be used for recording and reporting Darts Alberta financial records.

7 SUBMISSION OF DEPOSITS AND REIMBURSEMENT OF EXPENSES

- 7.1 Executive Committee members shall complete a Deposit Submission Form for all funds provided to the Treasurer for deposit to Darts Alberta accounts.
- 7.2 Executive Committee members shall complete an Expense Report Form when requesting any reimbursement of expenses.
- 7.3 With the exception of mileage and set transportation rates, per diems and honorariums, Executive Committee members shall only be reimbursed for expenses when a valid receipt is provided.

8 PETTY CASH

- 8.1 The Treasurer may issue Petty Cash Advances for planned expenditures, as deemed necessary.