

Winkleigh Co-operative Housing Corporation EXPENDITURE POLICY

The following are guidelines for the normal operation of the co-op. In emergencies, which may arise between regular meetings of the Board, these policies may be varied at the discretion of the Officers. Each variation so enacted must be in accordance with sound fiscal practice and must be approved by resolution of the Board at its next regularly scheduled meeting.

Expenditures:

1. Cheques will be written by the co-op's Manager or Bookkeeper as designated by the Board.
2. Two signatures are required on all cheques
3. All cheque requisitions must be accompanied by a copy of the invoice, packing slip or receipt of purchase. Pre-authorized payments for an on-going contract or agreement are understood as approved.
4. Prior Board approval is required on expenditures over \$1000.00 which are not incorporated in the operating budget.
5. The Manager will not require prior approval for expenditures up to \$1500.00 provided that the items or services purchased are specified in the Co-op's approved budget.
6. Prior Board approval is required for cash advances.
7. A list of expenditures made during the previous month will be presented to the Board at each regularly scheduled meeting as part of the financial report.

Petty Cash:

1. Petty Cash will be accounted for on an impress system. That is, the fund will be replenished as required by an amount equivalent to the total of the receipts in the box.
2. The Petty Cash float will be \$350.00. Petty Cash shall only be accessed by the person responsible for Petty Cash (usually staff).
3. Petty cash will be used for such items as office supplies, baby sitting and small maintenance items like gas for the mower.
4. When not in use, petty cash must be kept in a locked cash box in a locked safe or filing cabinet.
5. Whenever possible expenditures over \$50 will be reimbursed by cheque rather than using petty cash.
6. The following procedures must be followed for each petty cash disbursement:
 - a) As each disbursement is made, a petty cash voucher must be signed by the person receiving payment.

- b) The voucher must also be signed by the individual giving the cash.
 - c) The voucher must be kept with petty cash in the locked cash box.
 - d) The petty cash box should always contain paid petty cash vouchers and money equal to the amount of the petty cash fund.
 - e) The petty cash voucher should have supporting documentation of what was purchased, for example a cash register receipt from a store, stating the amount that was paid for the purchase.
7. When the petty cash is nearly exhausted, the fund has to be reimbursed.
- a) A cheque requisition must be filled out
 - b) In the description section all the accounts that need to be expensed should be listed.
 - c) Petty cash vouchers should be stapled to the back of the cheque requisition.

Replacement Reserves:

- 1. The interest earned or imputed on the reserve fund shall be credited to the reserve.
- 2. All expenditures from the reserve fund must be recommended by the Board. Excluded from this process is health and safety expenditures which will be reported to the Board as soon as possible.
- 3. Once a Capital Plan and Replacement Reserve Forecast have been approved by the board, the plan and forecast will be forwarded to the membership for approval.

Bad Debts:

- 1. Board approval is required before an account receivable can be considered a bad debt.

Approved by the Board of Directors on June 26th, 2018

P. Ben
Title: President

June 26, 2018
Date:

Harry Townsend
Title: Corporate Secretary

June 26/18
Date: