

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

FINANCE POLICY

1. Financial Stewardship

The Grant MacEwan University Faculty Association (the Faculty Association) has developed this policy to ensure effective and efficient stewardship of the Association's assets.

The Faculty Association Board is responsible for the financial state of the Faculty Association. The Faculty Association Board achieves this stewardship through fiscal practices and defined roles and responsibilities.

The policy and accompanying procedure will ensure that the Faculty Association's procurements support its mandate in the most cost-effective manner possible and will provide clear and consistent guidelines for financial transactions and commitments of Faculty Association resources.

The Secretary-Treasurer reports the state of finances at least quarterly to the Faculty Association Board. The Faculty Association Board delegates to the Audit Committee the completion of the annual audit. The Audit Committee, the Secretary-Treasurer and the Executive Director are responsible for ongoing supervision and review of the financial operations of the Faculty Association.

2. Operational Policy

The Faculty Association uses the accrual method of accounting.

The Faculty Association operates in accordance with Generally Accepted Accounting Principles (GAAP) as circulated by the Chartered Professional Accountants Canada. The annual audit of the Faculty Association's financial records is completed in accordance with Generally Accepted Auditing Standards (GAAS) as circulated by the Chartered Professional Accountants Canada.

The Audit Committee shall appoint an audit firm annually.

3. Procurement/Signing Authority

All transactions and commitment of resources within the Faculty Association must adhere to the signing authorities and limits outlined in the Financial Procedures.

Conflict of Interest

No Faculty Association Board Member, Committee Member or employee of the Faculty Association will engage in any activity that creates a conflict of interest. These individuals have an obligation to report and discuss any potential conflict. A conflict of interest exists

when any of these individuals has a personal interest or incurs an obligation in a business transaction or professional activity which is in conflict with the proper discharge of their duties and responsibilities, or otherwise affects the integrity and confidence of the Faculty Association. The acceptance of gifts from anyone doing business with, or soliciting business from, the Faculty Association is not permitted. The only exceptions are occasional non-monetary minor gifts and token courtesies with a value under \$75 which do not place, nor appear to place, the recipient under any obligation.

4. Travel and Business Expenses

The Faculty Association shall reimburse its employees, Board members and other volunteers and individuals who are engaged in authorized Faculty Association business and will provide reimbursement for reasonable and necessary expenses. The financial procedures have been developed to provide clear and consistent guidelines for travel, business related hospitality and other business-related expenses and to provide procedures for submission and reimbursement of these expenses.

Business related hospitality expenses including the provision of meals and/or beverages of Faculty Association guests in order to conduct related business are reimbursable. The Expense Claim form should include a description of the event, location and costs.

The traveler is responsible for ensuring that claims for expenses are accurate and in accordance with Faculty Association policy and procedure. Expenses previously reimbursed by the Faculty Association or expenses reimbursed by another party are not to be claimed.

The Executive Director is responsible for ensuring that reimbursed expenses are for Faculty Association purposes only and are in accordance with Faculty Association policy.

5. Investment Guidelines

The Executive Director and Secretary-Treasurer are responsible for investing and protection of the restricted and non-restricted net assets of the Faculty Association.

Net assets must be invested in products that guarantee protection of principal (ie: GIC and Term Certificates) and with institutions that are covered by the Canadian Deposit Insurance Corporation (CDIC) except for twenty-five percent (25%) of unrestricted assets which may be invested in low to medium risk investments on the advice of a financial investment advisor.

The investment goal of the Faculty Association is to achieve, at minimum a balance of net assets equivalent to the total amount of operational expenses for one fiscal year.

6. Donations Policy

This policy provides guidelines for the donation of funds on behalf of the Grant MacEwan University Faculty Association. The Faculty Association endeavors to provide support to organizations, projects and individuals, both internal and external to the university, that provide benefit to the Faculty Association, to individual faculty members and to the university.

7. Membership Dues

The Faculty Association collects dues from the membership. Members have dues deducted directly from member's pay by the MacEwan University. MacEwan University then remits the dues to the Faculty Association.

8. Review

This policy will be reviewed by the Board of Directors of the Association every two (2) years or as necessary.

Effective: September 2017

Related Documents: Finance Procedures