

CFRU Finance Committee

Terms of Reference

Approved – October 28 2013

Purpose

The Finance Committee is responsible for providing the station with financially stable advice and direction.

Composition

- Consisting of a minimum of 3 members, including the Station Manager, Chair of the Board of Directors (or its appointed representative) and Treasurer.
- Maximum of 7 members; 2 staff, 2 board, 2 volunteers, and the Station Manager.
- The Chair of the committee is the Treasurer.
- The Standing Committee may invite such Board Members and outside parties, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Standing Committee.
- In case of vacancy on the committee, volunteer members must be confirmed by a minimum 66% yes vote after submitting a letter of intent to join the committee, to be conducted at the next scheduled committee meeting.
- Any member of the Committee may be asked to leave if a 66% or greater secret ballot is passed after a motion to exclude is brought forth when a clearly defined reason such as extended absence in the committee, obstruction of process, etc is defined.
- Meetings of the committee shall be open, but the committee has the right to move in camera if the need arises.

Duties and Responsibilities

- The committee shall operate in a manner consistent with provisions of the Bylaws, ABC's, Collective Agreement and other station and Provincial/Federal Laws.
- Draft and facilitate realistic and sustainable annual budgets, in consultation with applicable staff and budgets when appropriate, to be recommended for approval by the board of directors.
- Provide support to the Board of Directors, the Station Manager, station committees and staff with financial advice and recommendations.
- Provide a report to the Board of Directors as outlined under Policy: 4.0 Reports.
- Assist in long-term time-lines and goals with respect to financial consideration.
- Facilitate allocation of monies by the board of directors.
- Assist in year-end recommendations for savings and re-allocation of excess or shortcomings in the budget.
- Consideration of fund raising goals and consultation with the fund raising committee.
- Research financial opportunities, savings and borrowing options when necessary.
- Provide recommendation to the Board of Directors at the conclusion of the Fiscal year as to any shortfall or unused allocated monies from the previous budget.

Accountability

- The Committee shall review the terms of reference for the Standing Committee annually and make recommendations to the Board as required.

- The Committee shall keep a record of its meetings and present reports to the Board of Directors at the next Board Meeting or as requested (Unless the meeting is held within seven (7) days of a scheduled Board of Directors Meeting, to which the report will be submitted for the following meeting)
- The Committee shall not take partake in any financial transfers.

CFRU 93.3 FM Financial Policies and Procedures

To ensure sufficient controls on the finances of the organization, all staff, volunteers and members of the Board of Directors of CFRU 93.3FM shall adhere to the following guidelines for expenditures.

1.0 Financial Year

- 1.1 Unless otherwise ordered by the Board of Directors, the Fiscal year of the Corporation shall terminate on the thirtieth (30) day of April.
- 1.2 An audit must be completed no later than the thirty-first (31) of August to be approved by the membership at the Annual General Meeting. This shall be sent with notice to the membership at least 45 days in advance of the AGM Date as outlined in the bylaws.

2.0 Execution

- 2.1 Deeds, transfers, licenses, contracts and other such engagements entered into by the corporation shall be signed by the chair and treasurer of the Board. The Secretary of the Board shall affix the corporate seal to any documents that require it.
- 2.2 Contracts in the ordinary course of the corporation's operations may be entered into by the Chair and Treasurer of the Board, by the Station Manager or by other staff members or Board members as designated by the Board

3.0 Signing Authority

- 3.1 Signing Authority for CFRU's Bank Accounts shall be held by:
 - The Treasurer
 - The Chair
 - The Station Manager
- 3.2 Those designated with signing authority shall have the power to act on behalf of the corporation in dealing with the financial institutions holding the accounts.

4.0 Reports

- 4.1 The Station Manager shall make monthly reports to the Treasurer and Board of Directors at its monthly meeting (if applicable) consisting of:
 - Income Statement
 - Balance Sheet
 - Year-To-Date
 - Ageing Payables
 - Ageing Receivables
 - A general ledger printout shall be available upon request

4.2 At every regularly scheduled Board meeting, the Treasurer shall present a financial report consisting of the reliant information listed above.

5.0 Expenditures

The following expenditures levels (excluding salary and benefit expenses) shall be adhered to:

- 5.1 All expenditures \$500 or more must be approved by the Board of Directors at a duty called meeting of the Board, unless under the regular per-approved operations or as approved in advance by motion or budget approval.
- 5.2 All cheques and transactions over \$500 must be signed by two members with signing authority.
- 5.3 All cheques and transactions under \$500 may be approved by one member with signing authority.
- 5.4 All cheques or transactions being paid to a member with signing authority must be approved by another member with signing authority.
- 5.5 All expenditures of less than \$20 may be paid out from petty cash upon submission of a receipt.
- 5.6 Any expenses requiring reimbursements must adhere to policy outlined in section 6.0
- 5.7 Any expense requiring more funds than that which has been budgeted or approved in advance must be approved by a 2/3 majority vote of the Board of Directors at a duty called meeting of the Board.
- 5.8 Any expense not budgeted for must be approved by the Board at a duty called meeting.

6.0 Reimbursements

- 6.1 All receipts shall be submitted for reimbursement within 60 days of the expense. All expenses within the final month of the fiscal year shall be submitted by the second week of May.
- 6.2 All reimbursements shall be paid within 30 days or placed on the agenda for the next Board meeting.
- 6.3 Receipts shall be originals unless noted by the submitter in supporting documents.
- 6.4 An Expenditure Request Form shall accompany all receipts.
- 6.5 All expenses over \$20 by Volunteers, Staff or Board of Directors require notification of and approval in advance of purchase from the Station Manager, or reimbursement may be withheld.

7.0 Sales and Invoicing

- 7.1 When advertising is sold, a contract must be signed.
- 7.2 All invoices shall be made in numeric order, corresponding with the appropriate contract and two copies shall be produced as distributed as follows:

Copy 1 – Goes to the customer

Copy 2 – Goes to the Station Manager to be added to the Accounts Receivable and files with the customers file when completed

8.0 Budgeting Process

- 8.1 The budget of the corporation shall be determined during the winter semester for the upcoming fiscal year and typically begins in January/February.
- 8.2 A draft copy of the budget shall be developed by the Finance Committee and served as notice to the Board no later than March 31st.
- 8.3 Efforts should be made to include the membership of the corporation, staff, Board of Directors and other committee expense requests in the setting of financial priorities to be used by the Finance Committee in the development of a draft budget.
- 8.4 As per the 2003 report presented to CFRU around budgeting for longevity of the station, by the University of Guelph, CFRU annual budget should adhere close to the following costs unless special circumstances arise: Staff costs, including their training, travel and benefits, at 70%-80%; Board & Corporate costs at 2% Office/operating at 8%; Tech maintenance at 5%-10%; and savings at 5%-10%.

9.0 Savings

- 9.1 Each year the Board of Directors shall attempt to set aside not more than 10% of the corporations total budget into a savings account to be used for future capital expenditures, incidental and/or unforeseen expenses.
- 9.2 Funds will be deposited into a dedicated emergency account.

10.0 Authority

- 10.1 All communications between the University of Guelph and CFRU 93.3FM must take place between the Chair of the Board or his/her designate (which may include the Station Manager)
- 10.2 The Chair must report back to the Board communication between the University of Guelph and CFRU 93.3FM

Revision Notes

Drafted by: Barry Rooke (Station Manager) – June 2010

Revised by: Barry Rooke (Station Manager) – September 17 2013

Modified and Approved by: Finance Committee – September 30 2013

Approved by: Board of Directors – October 28 2013