	Approved Revision FINANCIAL CONTROLS POLICY	POLICY NO.	07
		EFFECTIVE DATE	May 10, 2023
		REVISION DATE	April 8, 2026

BVPA Mission

Our mission is to develop pickleball as a sport for all in the Bow Valley by promoting the health, physical, and social well-being of our members through organized recreational and competitive play in an atmosphere of collegiality and sportsmanship.

Purpose

The BVPA Board has a fiduciary responsibility to its members to safeguard assets, maintain accurate financial records, and ensure transparency in all financial matters. This policy outlines the internal controls and processes in place to minimize the risk of error, fraud, or misuse of funds, while remaining practical and proportionate to a volunteer-run organization of this size.

The Treasurer and other Officers are responsible for monitoring compliance with this policy and bringing any material deviations or control concerns to the attention of the Board.

1. Signing Authorities


- Board resolution is required to designate signing authorities. Typically, these are the four Officers of the Association.
- Updates to bank signing authority must be made promptly following changes in Officer roles.
- Accepted payment methods include e-transfer and cheque.
- All disbursements, including e-transfers, must be authorized by any two signing officers.
- If a reimbursement or payment is made to the Treasurer, it must be approved by two other signing Officers. The payment must be executed by those Officers – either by cheque with dual signatures or by one Officer initiating an e-transfer. The Treasurer may not initiate a payment to themselves.

2. Purchase Limits and Delegation of Authority

The following rules govern the approval and authorization of all BVPA purchases and payments. These controls ensure appropriate oversight, separation of duties, and responsible use of member funds.

2.1 Budgeted Expenses

- Budgeted expenses do not require pre-authorization of the purchase if they fall within an approved budget line or project and do not exceed the approved amount.
- Payment authorization is always required and must be approved by two Signing Officers, neither of whom may be the individual who incurred the expense.

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2.2 Unbudgeted Expenses

Unbudgeted or exceptional expenditures require pre-authorization before the purchase, as follows:

Expense Type	Pre-Authorization Required
Unbudgeted < \$250	Any one Officer (written approval; electronic accepted)
Unbudgeted \$250-500	President and Treasurer (joint approval)
Unbudgeted > \$500	Full Board approval (meeting, e-vote, or resolution)

These thresholds apply only to purchase approval. All payments must still be authorized by two Signing Officers in accordance with Section 1.

2.3 Project or Event Budget Overages

These rules apply to total project or event budgets (e.g., tournaments), not individual transactions.


- If a project or event is projected to exceed its approved budget by more than the greater of 10% or \$250, the additional amount must be pre-approved by the President and Treasurer.
- Overages exceeding 20% or \$500 (whichever is greater) require full Board approval.

2.4 Emergency Purchases

- The President and Treasurer may jointly authorize emergency purchases when delay would result in safety risks, major disruption, or material loss.
- Emergency approvals must be documented and reported to the Board at the next meeting.
- Payment must still follow the two-Signing-Officer requirement in Section 1.

2.5 Additional Controls

- **Self-authorization prohibited:** No individual may approve or authorize payment for their own expenses.
- **Written approval:** Electronic forms are acceptable; verbal approval is not.
- **Definition of a budgeted expense:** Any item within an approved annual budget line or an approved project/event budget and not exceeding the approved amount.
- **Purchase circumvention prohibited:** Purchases may not be split, reclassified, or reassigned to circumvent approval thresholds.
- **Purchasing standard:** All purchasing decisions must be reasonable, necessary, aligned with BVPA's mission, and demonstrate prudent use of member funds.

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3. Invoice and Reimbursement Process

- All unbudgeted purchases must be authorized in advance, in accordance with Section 2. Budgeted purchases may be submitted for reimbursement without prior authorization, provided they are within the approved limits.
- Clear, legible digital copies of invoices (e.g., scans or photographs) are acceptable for financial documentation purposes.
- Originals do not need to be submitted unless specifically requested by the Treasurer. Members are asked to retain physical invoices for at least 30 days after submission in case further verification is required.
- Invoices should be reviewed for accuracy by the individual who requested the product or service and be submitted for payment approval within 30 days of purchase. Reimbursements will be processed within 14 days of receipt, once complete documentation is received, in accordance with Sections 1 and 2.
- Financial documentation should be stored in the BVPA secure shared drive as the official record. Hard copies may be retained temporarily for convenience but do not replace the electronic copy.

4. Budgeting Process

- The Treasurer prepares a draft budget annually for Board review before the start of the fiscal year.
- The Board provides feedback, and a revised budget (if applicable) is submitted for Board approval.
- A summary of the approved budget is provided to the membership at the AGM for information.
- A mid-year forecast update should be prepared and reviewed to ensure financial agility.
- Variance reporting will be provided monthly by the Treasurer, with explanations for any significant deviations.


5. Financial Reporting and Monitoring

5.1 Monthly Financial Reporting

The Treasurer will prepare monthly financial reports for the Board, including:

- Income Statement (or equivalent)
- Balance Sheet (or equivalent)
- Budget vs. Actual Income Statement (or equivalent)

These reports will be included in advance reading materials for each regular Board meeting.

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The Treasurer will summarize key financial highlights and lead discussion on the Association’s financial position.

Reconciliations

The Treasurer is responsible for ensuring that all bank and general ledger accounts are reconciled monthly or as soon as practicable after month end to support accurate reporting and oversight.

Board Review

Monthly financial reports are reviewed by the Board as part of its financial monitoring responsibilities.

Link to Internal Audit

The internal audit process may rely on the reconciliations, summaries, and financial reports prepared under this section.

5.2 Annual Internal Audit

Requirement

Each year, the Board will appoint 1-2 independent individuals as internal auditors in accordance with Section 25 of the Societies Act. These individuals must be independent from the Treasurer and day-to-day financial management.

Scope of Work


Internal auditors will perform a limited, non-assurance internal review using the BVPA Internal Audit Checklist approved by the Board. This review is not a professional external audit under Canadian Auditing Standards, nor a review engagement pursuant to the Canadian Standard on Review Engagements.

Deliverables

Upon completion, internal auditors will sign the Internal Auditor Certificate confirming that the checklist procedures were performed. The completed checklist and certificate are provided to the Board.

Option for External Audit

The Board or the members may appoint a qualified external auditor if required by law, membership decision, funding requirements, or Board judgment.

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6. Cash Handling

- Cash collected may be counted by one individual. However, if related to programs or events, the amount must be reconciled to the expected on-site cash collection total as recorded in Trackie or another event tracking system, and any variances must be documented and reviewed by the Treasurer.
- Cash should be deposited within 5 business days of receipt.
- Where applicable, events involving cash (e.g., tournaments) should use a lockbox or equivalent.
- Cash transactions should be avoided when practical.

7. Conflict of Interest (Financial)

For the purposes of this Section, Family Member and Close Associate have the meanings set out in the BVPA Bylaws.

7.1 Conflict of Interest Requirements


- Board members, Officers, and volunteers may not approve, authorize, initiate, or process any decision or transaction that benefits themselves, a Family Member, or a Close Associate.
- Conflicts must be declared promptly, and the individual must fully recuse themselves from all related discussions and decisions.
- Recusals must be documented in the minutes.
- When uncertain, individuals must disclose the relationship and seek guidance from the President or the Governance Committee.
- These requirements apply in addition to the self-authorization and spending-approval rules in Sections 1 and 2.

7.2 Guiding Principle

If a reasonable person could perceive that a relationship might influence a decision, it must be disclosed and managed as a conflict.

8. Record Retention

- All financial records, including receipts, invoices, approvals, and reports, must be retained for at least 7 years.
- Records that are maintained in a digital format must be secured with appropriate access controls. See Section 9 below.

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- Financial records should be backed up at least monthly to a secure and separate location.

9. Access and Cybersecurity Controls

- Only authorized Officers may access the bank account, financial records, and any accounting platforms used by BVPA.
- Shared digital folders used for finance must have restricted access to designated Officers.
- Passwords should be updated periodically and shared only on a need-to-know basis.

10. Policy Review

This policy should be reviewed periodically by the Board and updated as needed to reflect the evolving needs, scale, and risk profile of the Association. In the event there is a conflict between the Financial Controls Policy and the Bow Valley Pickleball Association Bylaws, the Bylaws shall prevail.

Revision History

Date	Rev. No.	Change
April 8, 2026	1	Policy revision and modernization to align with best practices for small, high-growth NPOs.

References

- Bow Valley Pickleball Association Bylaws
- Canada Not-for-Profit Corporations Act
- COSO Internal Control – Integrated Framework (adapted for size and scope)