

THE SOCIETY OF ST. VINCENT DE PAUL  
OF VANCOUVER ISLAND  
POLICY MANUAL

**BFIN051**

Policy Title:

**BOARD POLICY – FINANCE  
FINANCIAL CONTROLS**

Intent of the Policy:

To protect against potential fraud or loss to SVDP and SVDP stakeholders; to safeguard the public trust; and to meet external requirements.

Policy:

The SVDP Board ensures there are adequate internal controls and accountability mechanisms in place regarding the expenditure of SVDP funds.

Procedure:

1. The Board is the financial steward of funds received and expended by SVDP.
2. The Board authorizes the Executive Director to expend funds as determined by approved budgets.
3. The Board directs the Executive Director to develop internal controls to manage operational transactions within authorized spending authority and approved budget. See attached Spending Authority Policy.
4. The Board expects the Executive Director to follow Generally Accepted Accounting Practices (GAAP). The Board further specifies three requirements with respect to controls:
  - a. Two people are to be involved in the control procedure for all expenditures from cheque writing to authorizing payments within limitations of spending authority.
  - b. All money received by SVDP is to be recorded when it is received, and a second time when it is entered in the accounting records.
  - c. Records are to be reconciled or balanced on a regular basis.
5. The Treasurer reviews financial statements thoroughly and regularly. The Treasurer presents a clear picture of SVDP financial status, past trends and future projections to the Board.
6. The full Board has a firm understanding of SVDP financial status.
7. The Board is accountable to SVDP stakeholders, including, Society members, funding sources, donors and the public. The board demonstrates accountability by reporting and communicating regularly and as required to stakeholders, e.g. Annual Administrative Calendar of Tasks, Annual General Meeting, and Special Meetings of the membership.
8. The Board requires an external review/audit annually. The

Passed by Board:  
September 18, 2006

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Treasurer oversees the review/audit on behalf of the Board.

References:

- SVDP Operational Policy – Spending Authority (Section 9)
- Annual Administrative Calendar of Tasks
- CARF Accreditation Standards – Financial Planning and Management

Audit:

- Auditor’s Management Letter