



POLICY 15.1

Issued March 2009

FINANCIAL DIRECTIVE

Formerly Financial Directive No. 1(As Amended)
(AMENDMENT 1 - NOV 2000)
(AMENDMENT 2 – EC Meeting dated 27 Apr 04)
Auth. by EC 28 Feb 2006

AIM

1. The aim of this directive is to outline the major accounting policies applicable to the financial operations of the Army Cadet League of Canada.

REMUNERATION

2. A member of the Board, of the Executive Committee or of any other committee or Project Team, shall not receive any remuneration for serving on the Board, the Executive Committee or any other committee or as an officer or for attending meetings of the League, the Board, the Executive Committee or any other committee, but he/she may be reimbursed for all or a portion of out-of-pocket expenses incurred in attending such meetings.

FISCAL YEAR

3. The fiscal year of the League shall be the calendar year.

FINANCIAL STATEMENT

4. The financial statements for the last completed financial year shall be tabled at the next following Annual General Meeting.

MEMBERSHIP DUES

5. The cost of membership in the League is \$25.00 annually, the term of membership being the calendar year. A member in good standing shall be a member whose dues are paid for the current year. In accordance with By-Law 8, no person shall hold office or be a member of the Board, or of a Project Team or Committee or cast a vote at a special or annual general meeting of members unless he/she is a member in good standing.



INDEMNIFICATION

6. Every Governor and Officer and his/her heirs, executors, and administrators, estate and effects, respectively, shall from time-to-time and at all times be indemnified and saved harmless out of the funds of the League from and against:
 - a. all costs, charges and expenses whatsoever that he/she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him/her, in or about the execution of the duties of his/her office; and
 - b. all other costs, charges and expenses that he/she sustains or incurs in relation to the affairs of the League, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

DELEGATES TO ANNUAL GENERAL MEETINGS

7. Provincial and Territorial Branches shall assume responsibility for paying the costs of their delegates attending annual general meetings unless otherwise agreed with the National Executive Committee.
8. A Registration Fee, to be determined by the Executive Committee, shall be levied against all attendees at the annual general meeting.
9. Where Chairs of Committees or Project Teams are specifically requested to attend at an Annual General Meeting or other location, their travel and accommodation costs will be reimbursed by the National Office.
10. Where a member of the National Executive attends a Branch AGM, whether as a guest or at the request of the National Executive, that member shall pay all subscriptions and dues relating to the conference and claim such expenses from the National Office. The Branches are not funded and should not be expected to incur expenses or costs for National members.

GUIDELINES FOR MEMBERS OF THE EXECUTIVE COMMITTEE

11. Members of the Executive Committee on authorized visits shall submit a detailed Expense Report on the form available from the National Office.
12. Members traveling on League Business shall be compensated for all allowable expenses at the least costly method. For instance, in some cases it may be more economical to rent a car than to use a personal vehicle at the mileage rate. Where a car is rented, it should be fully insured.



REQUESTS FOR SERVICE AIR FLIGHTS

13. Service flights are no longer available to civilian League Members.

REIMBURSEMENT RATES

14. The following reimbursement rates are applicable in respect to claims submitted by members traveling on authorized League business:

a. **Mileage**

Mileage allowance for personal vehicle: \$0.45 per kilometer plus a gas allowance.

b. **Meals (for Travel in Canada)**

- (1) Breakfast \$9.50
- (2) Lunch \$15.00
- (3) Dinner \$30.00

c. **Lodgings**

Members shall be reimbursed in full for lodgings arranged by the National Office in accordance with this policy for attendance at annual general meetings, special meetings, and executive committee meetings.

d. **Miscellaneous Expenses**

Miscellaneous expenses, such as business telephone calls and taxi fares, shall be reimbursed upon presentation of original receipts.

ACCOUNTING PROCEDURES

15. The Executive Assistant shall be accountable for the bookkeeping of the National Office. The Financial Statements and accounting procedures shall be administered in accordance with standard accounting principals and in conformance to the "Grant Agreement" in force with DND. Cheques shall require two of four signing officers as determined by the Executive Committee.



16. The following reimbursement policy is applicable in respect to claims submitted by **Provincial Vice-Presidents** (exclusive those members of the Executive Committee):

a. **Travel Costs and Meals**

Travel costs to annual meetings (including meals at the meeting location) shall be the responsibility of provincial/territorial branches. National reimbursement rates for meals are as prescribed at paragraph 12.b.

b. **Lodgings**

All members of the National Council shall be reimbursed for costs of lodgings for attendance at National Council meetings arranged by the National Office.

CLAIM PROCEDURES

17. Receipts for expenses incurred during business travel shall accompany all claims submitted to the National Office (excluding meal costs).

18. Claims shall be submitted to the National Office **within 30 days** of expenses being incurred.

19. Claims will be approved by the Executive Director, the Treasurer or the President prior to payment.

CONCLUSIONS

20. This directive shall be reviewed by the Executive Committee on an "as required" basis and amendments made accordingly.