1) Financial records kept to meet GAAP and other applicable regulatory obligations such as CRA (compliance, payroll etc..) and employment standards.
   a. Organization meets obligations of funders
   b. Trustees and boards members are properly informed of how money moves through the organization
   c. Accountants must prepare financial statements within 3 months of year end
   d. Reports comparing income and expenditure with the budget should be presented to trustees every Bi-monthly and as board meetings occur.
   e. The finance committee will appoint an external auditor/external examiner to review or audit financial statements.
   f. Board will approve yearly budget

2) Expenses
   a. All Expenses require a receipt
   b. A proper expense report will be created and filled out for all reimbursements and approved by someone other than to whom the balance is payable on the Board.
   c. Person who records transaction should be separate from the person who is responsible for purchasing or spending.

3) Payments
   a. A cheque must not be signed by to whom it is payable
   b. Each cheque will be signed by minimum two people
   c. Blank cheques will never be signed
   d. Payroll will follow all compliance regulations

4) Banking
   a. List of people that can sign cheques on the organizations behalf will be minuted and approved by the board
   b. Monthly bank statements to be provided and reconciled bi monthly. The treasurer will spot check this has been completed at least twice a year.
   c. The charity will use Vancity bank and the following accounts:
      i. Chequing Account
      ii. Gaming Account
   d. The charity will not use any other bank, overdraft or loans without board approval
   e. All cash and donations received will be promptly recorded and deposited.

5) Other
a. Board will be informed of and minute all grant applications completed on behalf of the charity to ensure proper oversight.