

# **Fundraising Association of New Horizons School (FANHHS)**

## **Policies and Procedures Manual**

**Revised 2016**

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**POLICY ONE – POLICY AND PROCEDURE DEVELOPMENT**

**1.1 Policy:**

- a) Policies and procedures are developed to facilitate the efficient and effective operation of the Fundraising Association of New Horizons School (FANHS) with accountability and transparency.
- b) Policies shall be consistent with Association Objectives, Bylaws, Societies Act, Alberta Gaming and Liquor Commission (AGLC) Regulations, and relevant legislation.
- c) The Policies and Procedures Manual shall be a resource for Members, volunteers, Officers, and Directors of the Association.

**1.2 Procedure:**

- a) Each policy shall have a general statement and specific procedures for implementing the policy.
- b) Forms developed for implementing a policy, if applicable, will be included as appendices.
- c) Development and/or amendment of policy and/or procedure may be initiated by the Members, Executive, committees, or by legislation.
- d) Development and/or amendment of policies and/or procedures are approved by the membership according to Association bylaws. Approved policy shall specify the meeting in which the approval took place, and the approval/revision date as per footer at bottom of page.
- e) Approved policies and procedures form the Association’s Policies and Procedures Manual.
- f) Policies and procedures shall be reviewed on a periodic basis.

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## POLICY TWO – CODE OF CONDUCT

### 2.1 Policy:

- a) The Association is committed to creating and maintaining a positive and respectful environment.
- b) All individuals are expected to:
  - Be guided by the overall vision and purpose of the Association
  - Respect all Members of the Association and School community
  - Communicate openly and respectfully
  - Encourage a positive atmosphere where individual contributions are encouraged and valued
  - Keep confidential any personal or confidential information
  - Declare any conflict of interest
  - Seek assistance in resolving disputes according to Association policy
- c) In order to support a respectful environment the following will not be tolerated:
  - Abusive language towards any individual
  - Personal attacks, slander, bullying, or cyber-bullying of any individual
- d) Any Member who violates this Code of Conduct is subject to suspension from membership in the Association.

### 2.2 Procedure:

- a) Suspension of membership:
  - i. Members who do not act within the Code of Conduct may have their membership suspended.
  - ii. The Executive must provide a written warning detailing the infraction to the Member.
  - iii. Failure to comply with the warning will result in a three (3) month suspension of membership.
  - iv. Should the breach of Code of Conduct continue, membership will be revoked for the remainder of the School year.
  - v. The Member may appeal the suspension by requesting in writing one (1) of the following options to address the matter:
    - A Special General Meeting of the Members of the Association called for that purpose
    - A meeting of the Member with the Executive and an independent party

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**POLICY THREE – MEMBERSHIP**

**3.1 Policy:**

- a) Membership in the Association is open to all Parents and Community Members with a vested interest in the School.
- b) The Association will maintain a current Register of Members as required by the Societies Act.

**3.2 Procedure:**

- a) Anyone wishing to become a Member must complete the Membership form (see appendix).
- b) Parents, once Members, will have membership in the Association until they no longer have children attending the School or until membership is withdrawn.
- c) Community Members will have membership in the Association for a period of one (1) year and must reapply annually.
- d) It is the Member’s responsibility to update their contact information with the Association.
- e) Members can update their information by completing another Membership form or by providing an update, in writing, to the Association.

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### Membership Form

The Fundraising Association of New Horizons School (FANHS) is the fundraising body for New Horizons School (NHS). The Association is a separate legal entity, and as such, qualifies for gaming proceeds from Casinos and Raffles which would otherwise not be possible. FANHS organizes a variety of fundraisers throughout the year to fund the many extras enjoyed by NHS students and staff. You do not need to become a member to participate in any fundraiser. However in order to ensure you receive information about the fundraisers, which include such things as Hot Lunch, parents/legal guardians are encouraged to provide their email consent.

All parents/legal guardians are encouraged to become Members of FANHS by completing and returning this form. Other interested individuals may become Community Members, subject to vested interest, as approved by the Association. Staff of New Horizons School may have an Associate Membership. The majority of Members of the Association will be parents/legal guardians. There are no membership fees.

**As a Member of FANHS, you have the benefit of voting at FANHS meetings, standing for election as an Officer or Director of the Association, and serving on committees or chairing fundraisers.**

The Fundraising Association bylaws can be found on the school's website at [www.newhorizons.ab.ca/parents/fanhs/](http://www.newhorizons.ab.ca/parents/fanhs/)

#### Member Information:

Name: \_\_\_\_\_ Student last name (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell/Alternate Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

#### Membership Type:

- I am a parent/legal guardian of a student attending NHS
- I am an Associate Member of FANHS. Position at NHS: \_\_\_\_\_
- I am a Community Member. Vested interest (ie. grandparent etc.): \_\_\_\_\_  
(Community Member is subject to approval and must be completed annually)

*I understand that I may revoke my email consent or membership at any time by providing written notice to FANHS.*

*Membership of Parents/Legal Guardians remains active as long as I have a child attend New Horizons School.*

*It is my responsibility to notify FANHS of any changes to the information contained in this form by emailing: [fanhs.communication@gmail.com](mailto:fanhs.communication@gmail.com).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*if both parents want to become members of FANHS, **both** must complete and sign a form.

The Fundraising Association of New Horizons School (FANHS) is required to obtain this information under the Societies Act. In the event of the dissolution of the Association your contact information will be used to contact you regarding the disbursement of Association funds. All information collected will be used in accordance to the Personal Information Protection Act (PIPA). For more information please contact [FANHS.President@gmail.com](mailto:FANHS.President@gmail.com)

## **POLICY FOUR – TRANSITION OF EXECUTIVE**

### **4.1 Policy:**

- b) The Executive ensures that all legal obligations are met and in the continuity of operations when changes in the Officers and Directors occur.

### **4.2 Procedure:**

#### **a) Government Requirements**

- i. Corporate Registries:
  - Update the Officers and Directors registered with Corporate Registries, by letter, with new Executive information (name, address, and phone number).
  - Information must be updated within thirty (30) days of the change (Societies Act).
- ii. Financial Institution:
  - Signing authorities determined according to Association Bylaws.
  - Update the signing authorities on the Association's accounts, by taking the following to the financial institution:
    - Meeting minutes designating new signing authorities, photo ID, and Social Insurance Number
- iii. Financial Institution performs a Corporate Registries search to ensure all proposed signing authorities have been updated on the Notice of Directors.

#### **b) Officer and Director Responsibilities**

- i. Ensure continuity between the past and current year:
  - Inform incoming Officer or Director of the position duties, how they are performed and any ongoing initiatives.
  - Ensure all Association property, documents, electronic files, and accounts are relinquished to the Association as per Association Policy.
  - All electronic files relinquished will have the original file retained by the outgoing Officer or Director for a period of six (6) months to ensure the transfer was successful.

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## **POLICY FIVE – EXECUTIVE DUTIES**

### **5.1 Policy:**

- a) The Executive acts in the best interest of the Association and provides leadership and oversight of the activities of the Association.

### **5.2 Procedure:**

#### **a) Executive Members**

- Perform their duties in such a manner that promotes confidence and trust in the integrity, objectivity and impartiality of the Executive of the Association
- Keep Member and Association interests in mind when expressing a view point
- Respect and support Association objectives, bylaws, policies and procedures and decisions of the membership
- Have general knowledge of Association objectives, bylaws, and policies and procedures
- May resign, if for any reason are unable to fulfill their duties, by providing notice according to Association bylaws
- Who fail to perform their duties may be requested by the Executive to submit their resignation or removed from office by the membership

#### **b) President**

- Takes the lead in running the Association
- Expected to attend all meetings of the Association
- Chairs meetings of the Association
- Consults with other Officers/Directors, as necessary, to prepare the agenda for meetings
- Ensures that notice of the meetings have been sent according to Association bylaws
- Prepares a report for all meetings of the Association
- Prepares an annual summary report for the Annual General Meeting
- Starts meetings on time and proceeds in a business-like manner
- Conducts meetings with tact, firmness and fairness
- Chairs the Executive Committee
- Provides the Policies and Procedures Manual and Bylaws to all Officers and Directors
- Has general knowledge of all activities of the Association
- Typically is a signing authority for the Association
- Reallocates duties if a position is vacant, until the position is filled

#### **c) Vice-President**

- Expected to attend all meetings of the Association

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- Acts as chairperson at meetings when the President is absent
- Assists the President whenever possible
- Assumes duties as assigned by the Association, such as chairing a committee
- Fills in for the President at events as required
- Learns the duties of the President

**d) Treasurer**

- Expected to attend all meetings of the Association
- Ensures the financial integrity of the Association
- Keeps the Association's funds in a financial institution chosen by the Association
- Ensures cheques, prior to deposit, have correct dates, are signed, and are written out properly
- Acquires a login and password for access to 'Read-only' statements at the financial institution used by the Association
- Co-signs cheques with another signing authority
- Ensures the Association's financial books are up to date, by keeping accurate records of all receipts and expenditures
- Ensures the financial records are kept in an organized manner
- Pays accounts approved by the Association
- Submits financial reports at meetings of the Association
- Ensures that all annual financial reports are prepared
- Presents the audited annual financial statement to the membership at a Special General Meeting (SGM)
- Monitors the budget and advises the Association of problems and any other financial management issues
- Ensures that funding sources, Members, governments, and agencies receive timely and accurate financial reports

**e) Secretary**

- Expected to attend all meetings of the Association
- Records minutes of meetings of the Association
- Maintains the Association's meeting minute binder with approved original meeting minutes, embossed with the Association Seal, and includes any reports presented at that meeting
- Ensures the Register of Members is up to date
- Submits the change of Notice of Directors to Corporate Registries
- Sends communication as directed
- Maintains the Association's website/webpage
- Monitors inventory control and sign out sheets

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**f) Directors-at-large**

- Positions are determined on an annual basis as needed and have a yearly commitment. For example: Volunteer Coordinator or Grant Coordinator.

**g) Critical Deadlines**

<b>September</b>	<b>October - January</b>	<b>February</b>	<b>March</b>	<b>June</b>	<b>August</b>
<ul style="list-style-type: none"> <li>- Update signing authorities on Association bank accounts</li> <li>- Complete fiscal year annual financial report</li> <li>- Call out for auditor(s) to audit financials if positions not filled at Annual General Meeting (AGM)</li> <li>- Check for insurance requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Provide financials to auditor(s) for review</li> </ul>	<ul style="list-style-type: none"> <li>- Present Audited Annual Financials at Special General Meeting (SGM) no later than February 28th (meeting notice requirements per Association bylaws)</li> </ul>	<ul style="list-style-type: none"> <li>- Audited Annual Return must be filed by March 28<sup>th</sup> to Service Alberta</li> </ul>	<ul style="list-style-type: none"> <li>- Annual General Meeting (AGM) must be held before June 30th (meeting notice requirements per Association bylaws)</li> </ul>	<ul style="list-style-type: none"> <li>- Update Officers and Directors for the Association with Corporate Registries</li> </ul>

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**POLICY SIX – VOLUNTEERS**

**6.1 Policy:**

- a) The Association will provide information to volunteers to effectively and efficiently perform their duties for the Association.

**6.2 Procedure:**

- a) The Executive will provide the FANHS Volunteer Checklist to volunteers (see appendix).

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## FANHS Volunteer Checklist

This checklist provides important information regarding policies, procedures and expectations as a volunteer for the Fundraising Association of New Horizons School (FANHS).

- I have completed a New Horizons School Volunteer Registration and Confidentiality Undertaking Form.
- I shall keep confidential all personal and confidential information which I may access or become aware of during my volunteer service.
- I understand that any files or records created by me in the course of my volunteer service are the property of FANHS.
- I shall relinquish all property, documents and electronic files to FANHS once my duties or term ends.
- I shall conduct myself in accordance with FANHS' Code of Conduct (see reverse).
- I have been made aware of the FANHS Reimbursement form for any approved expenses I may incur.

### *Additionally for Fundraiser Chairs:*

- I have received the General Fundraising Information.
- I have received the Fundraiser - Standard Operating Procedure for this fundraiser or a template form and the Fundraiser Summary form.
- I shall complete and/or update the Fundraiser - Standard Operating Procedure form and the Fundraiser Summary form.
- I shall provide updates and a summary for FANHS meetings.

By signing this document, you agree to comply with the aforementioned policies and understand your volunteer responsibilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

If you require more information, please contact [FANHS.President@gmail.com](mailto:FANHS.President@gmail.com)

FANHS: Volunteer Policy and Procedures

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## **POLICY SEVEN – MEETINGS**

### **7.1 Policy:**

- a) Meetings of the Association will be conducted in a constructive, productive, and supportive environment.
- b) Meetings of the Association should be held at the School whenever possible.
- c) All meetings of the Association are open to all Members in Good Standing.

### **7.2 Procedure:**

#### **a) Regular Meetings**

- i) Operates according to Association Bylaws.
- ii) Agenda may include the following:
  - Approval of agenda
  - Approval of minutes from previous meeting
  - Reports from President, Treasurer, Committees and School Council
  - Old Business (outstanding business from previous meeting(s))
  - New Business (detailed)
- iii) Motions are used to record decisions.

#### **b) General Meetings (AGM/SGM)**

- i) Operates according to Association Bylaws.
- ii) Agenda may include the following:
  - Approval of agenda
  - Approval of minutes from previous General Meeting (AGM/SGM)
  - Election of Officers and Directors
  - Presentation of Audited Annual Financials
  - Appointing the Auditor(s) for the following year
  - Appointing of the signing authorities for the following year
  - Special Resolutions (include documentation)
  - Any other matter specified (items cannot be added to the agenda at meeting)
- iii) Motions are used to record decisions.

#### **c) Ballot Voting Procedure – when requested**

- i) Paper ballots are distributed to all Members who are eligible to vote.
- ii) An Associate Member, if present, shall count the ballots.
- iii) In the absence of an Associate Member, two (2) Members shall count the ballots.

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## **POLICY EIGHT – COMMITTEES**

### **8.1 Policy:**

- a) Committees will be used, as needed, to carry out the business of the Association.

### **8.2 Procedure:**

#### **a) Standing Committee**

##### **i) Formation**

- The Executive Committee is formed of the Officers and Directors
- The President serves as Chair of the Executive Committee
- Other standing committees may be formed at any meeting of the Association
- Any Member in Good Standing may serve on any standing committee, except the Executive Committee
- The Chair will be appointed by the Members at the creation of the committee

##### **ii) Length**

- Standing Committees operate for one (1) School year

##### **iii) Executive Committee duties:**

- Set dates for meetings of the Association
- Plan agendas for meetings of the Association
- Carry out the day to day operations as per Association Bylaws
- Promote activities

#### **b) Ad Hoc Committees**

##### **i) Formation**

- Ad Hoc Committees may be formed at any meeting of the Association
- Typical Ad Hoc Committees are the Fundraising Committees formed for each fundraiser
- Any Member in Good Standing may serve on any ad hoc committee
- The Chair will be appointed by the Members at the creation of the committee

##### **ii) Length**

- Ad Hoc Committees operate for less than one (1) school year

#### **c) Committee Chairs**

- Call meetings of the committee.
- Delegate responsibility to committee members.
- Ensure the mandate of the committee is carried out.
- Submit regular update reports at meetings of the Association.

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- v) Submit a summary report at conclusion of mandate which includes the accomplishments of the committee and any recommendations.
- vi) Ensure that property, documents, and electronic files are relinquished to the Association at the completion of the committee mandate.

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**POLICY NINE – COMMUNICATION**

**9.1 Policy:**

- a) The Association communicates effectively with Members and the School community.

**9.2 Procedure:**

- a) The Association shall be consistent with all relevant legislation (ie. Anti-Spam legislation).
- b) The Association shall communicate to the School community using methods determined in conjunction with School Administration.

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**POLICY TEN – CONFIDENTIALITY**

**10.1 Policy**

- a) Association Officers, Directors, volunteers, and committee members will:
  - Keep confidential all personal and confidential information encountered carrying out the duties of the Association.
  - Use any information collected in accordance with the Personal Information Protection Act (PIPA).
  - Use mailing addresses and email addresses only for Association business.

**10.2 Procedure**

- a) Each Officer, Director, volunteer, and committee member will ensure they sign the School’s Volunteer Registration and Confidentiality Undertaking.
- b) Access to confidential information will be determined based on duties performed.
- c) The President and/or Officers must be immediately notified in the event information is lost or stolen.

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**New Horizons School**  
**VOLUNTEER REGISTRATION AND CONFIDENTIALITY UNDERTAKING**

**Information Disclosure**

Information collected shall remain in the school, and is collected and retained in accordance with the *Freedom of Information and Protection of Privacy Act*. The information will be used solely to determine your suitability as a volunteer for New Horizons School and to allow staff members to contact you. Only the principal or people designated by the principal will have access to the information.

Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business or Cellular phone: \_\_\_\_\_

I, \_\_\_\_\_, agree to act as a volunteer with New Horizons School with the understanding that:

- I shall keep confidential all personal and confidential information of students and teachers which I may access or become aware of in the course of my service;
- I shall not disclose any such information to any individual without authorization from an appropriate classroom teacher or principal of New Horizons School;
- I shall not collect any personal information from individuals without being expressly authorized to do in advance by an appropriate official of New Horizons School;
- Any records created by me in the course of my volunteer service are the property of New Horizons School; and
- I shall relinquish to New Horizons School all control to any such records immediately upon completion of my service or when directed by an official of New Horizons School to do so.

As a volunteer, you will be expected to

*Accept and understand the children with whom you come into contact.* Strive for acceptance of all the children. Some of our children have special needs which are not evident to others. In the interests of privacy, volunteers may not be aware of these needs. If you are unsure of how to respond to a particular student, please check with the teacher. Some of these special needs mean that a child may exhibit differences in their level of attention, self-control, and social skills. Respect others and honour the diversity of people and their perspectives.

*Take note of and become familiar with general school rules and procedures so that you may provide a positive role model to the students.* This will also assist you to more comfortably deal with the children.

*Report to the teacher or principal student when you have a student concern.* While volunteers may intervene and redirect students so that they behave in an appropriate and safe manner, please be aware that instructing and disciplining students are the responsibilities of the school staff.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*CONTINUED ON REVERSE SIDE*

**CRIMINAL RECORD AND CHILD WELFARE RECORD DECLARATION**

1. Have you ever been charged or convicted of an offence under the *Criminal Code, Narcotic Control Act, Controlled drugs and Substances Act, Food and Drugs Act, or the Firearms Act of Canada*, or the criminal laws of this or any other country? (Individuals who have been granted pardons are not required to respond "Yes" to this question.)  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Have you ever been the subject of an investigation or order under the *Child Welfare Act or Child, Youth, and Family Enhancement Act*, or equivalent legislation in any other province or country?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
3. I agree to notify the Principal if, during the course of the year, my circumstances change requiring a new Declaration to be signed.

If the answer to either question 1 or 2 is "Yes", New Horizons School requires that you provide a Criminal Records Check and Child Welfare Check. Based on the results, the principal may deny your volunteer application. You may appeal this decision to the Superintendent. The result of this decision is final.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Indicates approval as per NHS Board Policy)

**POLICY ELEVEN – ASSOCIATION ACCOUNT INFORMATION**

**11.1 Policy:**

- a) All accounts belong to the Association and up-to-date access information will be maintained by the Association.

**11.2 Procedure:**

**a) Passwords**

- i) The Association currently has the following accounts:
  - Executive Email (ie. gmail)
  - Alberta Gaming and Liquor Commission (AGLC) (ie. online applications for Casino and Raffle licenses)
  - Fundraiser (ie. QSP, Purdy’s, etc)
- ii) Access information, passwords, and all password changes will be recorded and kept in a secured location.

**b) Financial Account Information**

- i) The Association currently has the following two (2) financial accounts:
  - General Account
    - Holds all non-casino funds, including raffle funds which will be held as a separate ledger line item
  - Casino Account
    - Has specific spending guidelines and limitations, refer to the AGLC manual for guidelines

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## **POLICY TWELVE – DOCUMENTATION AND ELECTRONIC FILES**

### **12.1 Policy:**

- a) Accurate record keeping is essential to meet government obligations, minimize risk to the Executive and Association, facilitate effective decision making, ensure accountability and operate efficiently and effectively.
- b) All documents and electronic files are the property of the Association.

### **12.2 Procedure:**

#### **a) Document Storage**

- The Association's permanent file storage location(s) will be determined by the Executive and recorded on the Inventory Control sheets.
- Files may be signed out by the Executive using an Inventory Sign Out sheet.
- Files must be returned to the permanent storage location by the end of the School year. Under exceptional circumstances, an Officer may sign out files for the summer.

#### **b) Electronic File Storage**

- The Association currently uses cloud storage to collectively store the Association's electronic files.
- The Officers determine who has access to the Association's cloud storage.
- Copies of all electronic files created each fiscal year will be stored permanently using document storage technology (DVDs, CDs, USBs, etc).
- These permanent files are considered inventory.

#### **c) Books and Records Retention**

- All documents governing the Association are retained indefinitely, including an archive of all versions of the governing documents. This includes, but is not limited to, the Association's objectives, bylaws, policies and procedures, and minutes.
- Financial records (statements, ledgers, cheques, invoices, receipts, etc) must be kept for a minimum of seven (7) years. This applies also to electronic records used by the Treasurer to manage the finances of the Association.

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**POLICY THIRTEEN – INVENTORY**

**13.1 Policy:**

- a) All Association property must be inventoried and accounted for.

**13.2 Procedure:**

**a) Capital Inventory**

- i. Inventory Control and Sign Out sheets, will be used to manage all physical property of the Association (see appendix).
- ii. All inventory will be accounted for at the end of each School year.
- iii. All property of the Association will be returned to its permanent storage location by the end of the School year.

**b) Bonuses and Prizes**

- i. An inventory of accumulated bonuses and prize donations will be kept and updated as necessary (see appendix).

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# INVENTORY FANHS

Category: \_\_\_\_\_

Item	Quantity	Location	Date	Name	Initial

# INVENTORY - Sign Out Sheet

## FANHS

Item	Printed Name	Date Out	Initial	Date returned	Initial	Initial of Executive verifying return



# INVENTORY – Accumulated Bonuses and Prizes

## FANHS

Item	Quantity	Allocated For	Received from or Donated by	Storage Location	Date	Print Name	Initials	Quantity Used	Used For	Date	Print Name	Initials

## **POLICY FOURTEEN – FUNDRAISING**

### **14.1 Policy:**

- a) The Association will raise funds, as needed, to support the School and provide such funding to School Council.
- b) All fundraising activities run within the School, shall be reviewed by the School Administration and the purpose communicated to the School community.
- c) Fundraisers proposed by individuals directly associated with a company will not be considered as it could be viewed as a conflict of interest.

### **14.2 Procedure:**

#### **a) Guidelines**

- i) All monies must be counted and signed by at least two (2) Members, by completing the FANHS Cash and Cheque Summary form (see appendix).
- ii) The Treasurer shall not be involved in the initial collecting and counting of the funds, if at all possible.
- iii) Fundraisers with student incentives offered will follow a standardized prize structure of:
  - Top Family
  - Top Ten (10) Sellers
  - Draw Prize:
    - minimum of one (1)
    - one (1) entry per item sold
- iv) Each fundraiser will have a prize budget of ten (10) percent of the previous year's profits up to a maximum of five hundred (500) dollars, unless determined otherwise by the membership.
- v) New fundraisers need to request a budget at a meeting, which will be determined on a case by case basis.
- vi) A donation letter will be created by the Executive for use by the Fundraising Committees to solicit donations.
- vii) The Association accepts all types of donations (cash, prizes, items, services etc), however is not a registered charitable organization and is unable to issue tax receipts.
- viii) General fundraising information for Fundraising Chairs will be provided by the Executive.

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- ix) The Fundraiser Chair is responsible to complete and/or update a Fundraiser - Standard Operating Procedure and Fundraiser Summary (see appendix).
- x) The Fundraiser Chair shall relinquish all property, documents, and electronic files to the Association at the completion of the fundraiser.

**b) Bonuses**

- i) Any bonuses earned from the fundraiser will be noted in meeting minutes and any bonuses not used in the campaign will be recorded as inventory.
- ii) Bonuses accumulated from the fundraiser will be allocated for use by that particular fundraiser in a future year.
- iii) Allocated bonuses may be used for other fundraisers if so decided by Motion at a meeting.
- iv) In the event that the fundraiser will no longer be run, the allocated bonuses will be re-allocated by Motion at a meeting.

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## **FUNDRAISER - STANDARD OPERATING PROCEDURE (SOP)**

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**FUNDRAISER:** \_\_\_\_\_

**CHAIR CONTACT INFORMATION:** \_\_\_\_\_

**CAMPAIGN DATES:** \_\_\_\_\_ **DELIVERY DATE:** \_\_\_\_\_

**MINIMUM SALES REQUIRED:** \_\_\_\_\_ **% EARNINGS:** \_\_\_\_\_

**GOAL:** \_\_\_\_\_ **APPROVED BUDGET:** \_\_\_\_\_

**REPRESENTATIVE CONTACT INFORMATION (Name/Email/Phone):** \_\_\_\_\_

\_\_\_\_\_

**ACCOUNT INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

**VOLUNTEERS REQUIRED AND RESPONSIBILITIES:** \_\_\_\_\_

\_\_\_\_\_

**COMPANY'S PRIZE PROGRAM:** \_\_\_\_\_

\_\_\_\_\_

**EXTRA COMPANY BONUSES OR PRIZES ACHIEVED BASED ON SALES:** \_\_\_\_\_

\_\_\_\_\_

***STANDARDIZED PRIZE INCENTIVE STRUCTURE:***

**TOP FAMILY PRIZE:** \_\_\_\_\_

**TOP 10 SELLERS PRIZE:** \_\_\_\_\_

**DRAW PRIZE (MINIMUM OF 1) – ONE ENTRY PER ITEM SOLD:** \_\_\_\_\_

\_\_\_\_\_

**RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_

Please attach an info package, and any emails, letters, etc. used for this fundraiser.

## FUNDRAISER SUMMARY

**FUNDRAISER:** \_\_\_\_\_

**CHAIR NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

**CAMPAIGN DATES:** \_\_\_\_\_ **DELIVERY DATE:** \_\_\_\_\_

**TOTAL SALES:** \_\_\_\_\_

**NET PROFIT:** \_\_\_\_\_ **% EARNINGS** (NET PROFIT/TOTAL SALES) X 100: \_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_ **BUDGET:** \_\_\_\_\_ **DATE APPROVED** (Meeting) \_\_\_\_\_

**SUMMARY OF EXPENSES:**

Date	Payee	Description	Amount
<b>Total:</b>			

**SUMMARY OF DEPOSITS** (Complete using 'FANHS Cash and Cheque Summary Form'):

Date	Submitted by	Amount (cash and cheques)	Treasurer use only Deposit Slip # and/or Deposit Date
<b>Total:</b>			

**BONUSES, PRIZES AND INCENTIVES RECEIVED:**

Bonus/Prize	Provided by	Value	Quantity	Cost to FANHS	Use/Purpose

Please attach all itemized invoices and statements received for this fundraiser.

## **POLICY FIFTEEN – FINANCIAL**

### **15.1 Policy:**

- a) Financial management of the Association's funds will be fully accountable and transparent.

### **15.2 Procedure:**

#### **a) Signing Authority**

- The body, date, and amount of all cheques must be filled out prior to signing.
- Signing authorities verify the cheque against the corresponding invoice(s) before signing.
- Dual signatories are required for all cheques, as per Association bylaws.
- Signing authorities may not sign for cheques payable to themselves.

#### **b) Regular Reporting**

- Financial reports must include the current cash position of the Association, income and disbursements for the reporting period and any outstanding expenses.

#### **c) Annual Budget and Spending Budgets**

- The Executive determines an annual budget for standard operating expenses such as office supplies, insurance, babysitting, etc.
- The proposed annual budget is presented to the membership for approval, at the beginning of the School year.
- Additional proposed expenditures brought forth during the year will be presented to the membership at a meeting for approval as per Association bylaws.
- Expenditures within the approved budgeted amounts will be reimbursed by submitting a completed FANHS Expense Reimbursement form to the Treasurer (see appendix).

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## Expense Reimbursement Form

Name

Date

Email/Phone

Purpose:

Please complete, include receipts and submit for reimbursement.

Itemized Expenses

DATE	DESCRIPTION	AMOUNT
TOTAL		

For Treasurer Use

Approved By:

Paid by Cheque #
Date



**POLICY SIXTEEN – CONTINGENCY FUND**

**16.1 Policy:**

- a) A contingency fund is maintained to ensure that the Association can start business and support the School through School Council before fundraising activities have started for the School year.
- b) The contingency fund may also be used for the Association to function under extraordinary circumstances (ie. insufficient funds raised).
- c) A contingency fund must be maintained each year with the amount determined by the membership. Generally, the contingency fund will be equivalent to one (1) years fundraising.

**16.2 Procedure:**

- a) The Treasurer will include the contingency fund in the financial reports.

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**POLICY SEVENTEEN – REVIEW AND AUDIT**

**17.1 Policy:**

- a) An annual review or audit of the Association’s finances must be completed and presented to the membership by the end of February to comply with the annual filing requirements of the Societies Act.

**17.2 Procedure:**

- a) Auditor(s) will be determined according to Association bylaws.
- b) The Treasurer provides the following to the auditor(s):
  - Deposit book
  - Bank Statements
  - General Ledger
  - Receipts and Invoices
  - Summary of each Fundraiser Initiative
  - Summary of other Approved Expenses
  - Previous years Annual Financial Statement
- c) If the audit is conducted by Members, a financial review is performed (see appendix).
- d) The Treasurer provides a copy of the Audited Annual Financial Statement, to be filed with Service Alberta, with the notice of General Meeting for presentation to the membership.

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To the Members of the Fundraising Association of New Horizons School

We have reviewed the Balance Sheet of the Fundraising Association of New Horizons School (the "Association") as at August 31, 20\_\_, and the Financial Statements which contained the income, disbursements, assets and liabilities of the Association for the \_\_\_\_ fiscal year.

A review does not constitute an audit and we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with generally accepted accounting principles.

We have examined the accounts, reviewed accounting procedures, reconciled receipts and disbursements with bank deposits and bank balances, and have found the balances have been displayed correctly, presented fairly, with proper procedures, and records properly kept.

On behalf of the financial review:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_,

Printed Name: \_\_\_\_\_,

FANHS Member in Good Standing

FANHS Member in Good Standing

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Review Checklist

- Verify that the deposit book entries, deposits on bank statements and general ledger deposits match -- check random deposits against postings to general ledger.
- Ensure that interest and service charges have been recorded.
- Ensure that cheque numbers and dates have been properly recorded – check random cheque numbers against the general ledger and verify an invoice for the cheque.
- Verify accounts held in the name of Fundraising Association of New Horizons School. Review the financial statements for each month being reviewed, and the bank account statements and reconciliations for that same period.
- Review random bank reconciliations to see that the beginning balance of one month is the same as the ending balance of the previous month. Note whether the book balance as listed on the bank reconciliation is the same balance presented on the financial statements.
- Review the annual financial statement to see that the end balance of the previous year is the same as the beginning balance of the current year.
- Pick a month and check the balances for each account against bank statements.

## **POLICY EIGHTEEN – INSURANCE**

### **18.1 Policy:**

- a) The Association will maintain adequate insurance to operate within New Horizons Charter School.

### **18.2 Procedure:**

- a) New Horizons Charter School currently requires the Association to have the following:
  - At least \$2 million in liability insurance coverage
  - New Horizons Charter School be named as an additional insured on the Association's liability policy
  - Bond and Crime insurance policy, with a minimum \$50,000 bond limit
  - And to provide proof of coverage to New Horizons Charter School annually

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**POLICY NINETEEN – CONFLICT OF INTEREST**

**19.1 Policy**

- a) An individual shall disclose a conflict of interest, whether actual, potential or perceived.
- b) “Conflict of interest” is defined as whenever individuals, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially, or otherwise from Association decisions.

**19.2 Procedure**

- a) A vote must take place if there is any question about the existence of a real or perceived conflict.
- b) In the event of a conflict of interest, the individual shall absent himself/herself from any discussion or vote on such matter. The individual may be asked to leave for the discussion and vote.

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## **POLICY TWENTY – INTERNAL DISPUTES**

### **20.1 Policy:**

- a) Conflict situations should be addressed at the earliest possible opportunity to maintain a positive and respectful environment.

### **20.2 Procedure:**

- a) In the event of significant conflict between elected officials, volunteers or Members, the following guidelines will apply:
  - If the complaint or conflict cannot be resolved by those directly involved, the conflicting parties may request, in writing, the assistance of the President. If the conflict or complaint involves the Executive, outside or independent assistance may be used in resolving the conflict.
  - If the complaint involves the President, the written complaint can be given to the Vice President.
  - Mediation should be offered to the parties.
  - Neither the Principal nor School staff should be relied upon to assist with mediation.
  - If a mediated approach fails to resolve the matter, an arbitrated approach can be offered.

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