

**KAMLOOPS ADULT LEARNERS SOCIETY
POLICY AND PROCEDURE MANUAL**

JULY 2016

TABLE OF CONTENTS

- CONSTITUTION
- BYLAWS
COMMITTEES, EXECUTIVE, BOARD, MEETINGS, FISCAL YEAR, ANNUAL FINANCIAL REVIEW
- ACCOUNTING
BUDGET, BANK ACCOUNT, CASH RECEIPTS, DEPOSITS, BILL PAYMENT, EXPENSE REIMBURSEMENT, INCOME TAX RECEIPTS, OPERATING RESERVE, NSF CHEQUES
- CONTRACTS
BUSINESS SERVICES
- CLASS REGISTRATION
CLASS SIZE, FEES, FINANCIAL AID, GUEST PRIVILEGES, REFUNDS
- CHARITABLE STATUS
DONATIONS - IN MEMORIAM & GENERAL, REVENUE CANADA ANNUAL REPORT FILING, BC SOCIETY ACT ANNUAL FILING
- OFFICE
LOCATION, OFFICE HOURS, PHONE, MAILING ADDRESS, EMAIL
- INSURANCE
- MEMBERSHIP
- PROGRAM
- PUBLICITY
CLASS SCHEDULE, WEBSITE
- VOLUNTEERS
CLASS INSTRUCTORS, SUPPORT VOLUNTEERS

ACCOUNTING

BUDGET - The annual budget is prepared by the Treasurer based on previous year numbers and presented at the June Board meeting for final discussion and approval.

Financial position is presented at each Board meeting by the Treasurer, showing annual budget, year to date income, expenses and current month financial position.

Any expenditure not included in the annual budget must be approved by the Board.

BANK ACCOUNT - The Society Bank is The Toronto Dominion Bank in North Hills. Two signatures are required on all cheques. Signing officers are the Treasurer, the President and one other Board member approved by the Board.

BILL PAYMENT - All expenses are paid by the Treasurer by cheque. A copy of the bill must be on file with the cheque number and budget line/code.

CASH RECEIPTS & DEPOSITS - All cash and cheques are issued a receipt and deposited in the Society bank account on the day they are received. Deposits are reconciled to the bank statement monthly by the Treasurer.

EXPENSE REQUEST FOR REIMBURSEMENT - All requests for funds must be accompanied by dated receipts, an explanation of the expense, signed and totalled on a Request for Repayment form. Reimbursement forms are sent to the KALS office for processing by the Treasurer.

INCOME TAX RECEIPTS - Official receipts for tax purposes are provided for cash donations by the Treasurer who will issue these when the money has been deposited. The Treasurer will advise the Board of donations so they can be acknowledged. Gifts-in-kind must be appraised by a qualified person by the donor for a receipt.

NSF CHEQUES - A charge of \$10.00 plus bank charges will be assessed to returned cheques.

OPERATING RESERVE - A reserve fund target equal to one year of expenses will be established to ensure the organization has sufficient funds for one-time expenses, capital costs or emergency expenses.

CLASS REGISTRATION

FEES - Class fees are set to cover the cost of space, material, and paid support services. All multi-session and single session classes require a current annual membership.

FINANCIAL AID - Requests for financial aid will be sent to the President for discussion

with the person and based on a series of questions approved by the Board. Decisions will be communicated to the office and Treasurer in writing.

REFUNDS - Refund requests must be received in the office in writing ten days before the class start date and a \$10 cancellation fee will be charged. There are no partial refunds. One session courses will not be refunded. The Program Chair will approve class refunds. In extraordinary circumstances (death, major illness) the Program Chair and President will consider refunds.

GUEST PRIVILEGES - Members may bring a guest at no cost to one session of the multi-session classes. Guests must pay at one session classes.

CLASS SUPPLIES - A list of class supplies to be purchased by students is to be included in the course description. The office is to be advised where supplies can be purchased. Photocopying can be provided by the office, at the UPS Store, or reimbursed to the instructor at 5 cents a copy with a signed invoice.

CLASS LISTS - The office will email a list of students to course coordinators (with a copy to Program Chairperson) two days prior to course start and send updated class additions as needed.

CLASS SIZE - Class size will be determined by the instructor and the space available.

CANCELLED CLASS - If a class is cancelled the Program Chair will advise the office and the webmaster so that the schedule can be updated. Refunds will be mailed.

CHARITABLE STATUS

DONATIONS - IN MEMORIAM & GENERAL

The Society is a registered Canadian Charity and is able to receive donations and issue tax exempt receipts. The official receipts with the Society Charitable Status number are managed by the Treasurer. Donations over \$10 will be issued a receipt.

REVENUE CANADA ANNUAL REPORT FILING - The Treasurer with the support of the Secretary will ensure the paperwork is completed and sent to Revenue Canada.

BC SOCIETY ACT ANNUAL REPORT FILING - The Secretary will ensure the paperwork is completed and sent with the annual filing fee to the BC Registrar by the filing date.

CONTRACTS

BUSINESS SERVICES - Regular business service contracts are to be in the name of the

Society, billed to the Society mailing address and paid for by a Society cheque.

Contracts over \$500.00 must be in writing and approved by the Board.

OFFICE

MAILING ADDRESS & OFFICE HOURS - The office is located in the Cunliffe building, 262 Lorne Street, Kamloops, V2C 1W1. Hours are 9:00 am to 4:00 pm Monday to Friday.

PHONE NUMBER: 236-425-4414.

EMAIL ADDRESS: info@kals.ca

INSURANCE

The Society will carry sufficient insurance to protect directors, officers and volunteers from liability, including use of private vehicles for field trips, volunteer and participant injury and tenant liability.

MEMBERSHIP

FEES - The annual fee for membership is \$15.00 and the membership year is July to June. Half year memberships are not available.

PROGRAM

The Program Committee will develop courses for two semesters a year. The Fall schedule runs from late September until November. The Winter session runs from January until April.

The final program will be provided to the office, webmaster and publicity at least four weeks in advance of publication on the website to ensure adequate time for registration and administrative preparation. Registration dates will be finalized by the Board in June and December.

PUBLICITY

CLASS SCHEDULE - The Program Committee Chair will provide the final schedule to the Publicity Chair, office and webmaster two weeks before registration begins. Courses publicized must be confirmed in the schedule.

WEBSITE - Changes to the website are made by the Board-appointed webmaster.

VOLUNTEERS

SUPPORT VOLUNTEERS - Administrative, committee and board roles all ensure classes are delivered effectively and the Society business is efficient and cost effective.

CLASS INSTRUCTORS - All classes are led by volunteer instructors. Instructors will create their own presentations, provide a short synopsis of the course for publicity and indicate student supplies needed and space, equipment and other supports required. Any out of pocket expenses will be reimbursed on the proper form. Instructors are offered one free class registration in the semester in which they teach.

CLASS COORDINATORS - Each class will have a coordinator to manage administrative detail such as class lists, introductions, thank you, etc. Class Coordinators do not pay for attending classes.

A list of program volunteer names and contact info should be provided by the Program Chair to the office along with the program to facilitate communication and keep the volunteer list current.

RECOGNITION - The Margaret Cleaveley Award to recognize volunteer service by Instructors and supporting volunteers is given by the Board twice a year at the Annual Meeting and the Spring Social and alternates between instructors and other volunteers.