

EXECUTIVE MINISTER: BUDGET PROCESS

This policy outlines the budget process to be followed by the Executive Minister.

Date Approved: December 12, 2018 Amended: June 10, 2021	Review date by the Executive: 2024
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BUDGET

The Executive Minister shall ensure that;

- a) budgeting will reflect the core values, principles, and priorities as determined by the executive. The Executive Minister shall ensure that any risk or financial jeopardy is minimized. The Executive Minister will provide a level of planning acceptable to the Regional executive.
- b) the preliminary budget will be presented for provisional approval at the Regional Council general meeting and finalized by the Regional Council Executive before the fiscal year end.
- c) the budget and all financial procedures shall adhere to generally accepted accounting principles and practices.
- d) budgets will reflect a commitment to the long-range sustainability of the work of the region, and demonstrate multi-year planning.
- e) budgets will be consistent with the Regional Council's mission, short-term and long-term goals, and strategies.
- f) budgets will include the past financial performance as well as realistic annual and multi-year projections.
- g) the budget will be presented as a balanced budget, that is, the expenditures will not exceed the revenues and other funds available for use by the Region's operating budget.
- h) any restricted funds shall not be used for any other purpose than those specified by the funds' terms of reference.
- i) financial reports and statements of the current financial position will be presented to the Regional Council Executive at least quarterly. This will enable the executive to assess the financial status of the region and to make any necessary amendments to the current operating budget and future projections.

FINANCIAL MANAGEMENT

- a) Non-budget expenditures: All non-budget expenditures over \$5,000 shall be approved by the executive with the exception of property holding costs/repairs/renovations for properties held by the region prior to sale, on recommendation of Toronto United Church Council (TUCC) staff as per the property management agreement between TUCC and Shining Waters Regional Council.
- b) Litigation budget line: The litigation budget line will include costs that might reduce damage to the church and/or promote healing in cases of litigation, to a maximum of \$7,000, to be determined in consultation with the President and Past President/President-Elect.
- c) Under-spending: The first call on any under-spending will be to replenish any Regional Council funds that have fallen below their minimum amounts.

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d) Fundraising: The Regional Council will not support the financial fundraising efforts of other organizations

e) Signing authority: The Executive Minister and the Staff Lead shall have the authority to sign all cheques for approved budget items. When the value of the cheque is greater than \$5,000 of any non-budgeted items, a third party signature is required with the exception of property holding costs/repairs/renovations for properties held by the Regional Council prior to sale, on recommendation of Toronto United Church Council (TUCC) staff as per the property management agreement between TUCC and Shining Waters Regional Council.

f) Grants: The Executive Minister shall not provide grants except as specifically provided in other Regional Council policies.

g) Cash management: The Executive Minister shall ensure that,

- There will be sufficient cash kept in the general operating account to pay all ongoing expenses of the Regional Council;
- Cash or cash equivalent should be available to cover at least four months of expenses at any given time.

h) Overall Financial Policy: The Executive Minister shall ensure that,

- all revenues and expenditures are recorded on an accrual basis for all regular transactions. Fixed assets are capitalized and adjustments are made, usually at year-end, in accordance with generally accepted accounting standards and principles.

i) Protection of assets: The Executive Minister shall ensure that,

- All assets owned by Shining Waters Regional Council shall be protected by adequate insurance against loss, fire, and theft.
- All bank accounts will be held in a Canadian financial institution that is fully protected under the Canadian Deposit Insurance Corporation.
- All funds received, processed or disbursed by Shining Waters Regional Council shall have sufficient internal controls in place that will protect these funds and meet the standards of the Denominational-appointed auditors. Financial policies and procedures will not be put in place that would jeopardize the Regional Council's charitable status as determined by Canada Revenue Agency (CRA).

j) Revenues/assessments: The Executive Minister shall provide information to the Executive to enable it to determine the annual assessment within the Region and for the executive to make recommendations to the general meeting of Region.

k) The Executive Minister will ensure that the guidelines in the policies for funds and grants are adhered to.

l) In vendor relations, the Executive Minister will make the best use of the financial resources available.

PRINCIPLES OF PURCHASING

a) Any goods purchased or services rendered shall only be from vendors that are consistent with the values of Shining Waters Regional Council and The United Church of Canada.

b) Vendor relations will respect the Regional Council's desire to operate at the lowest cost with the best value in its purchases.

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- c) All vendors will be treated in a fair and equitable manner.
- d) For goods or services valued greater than \$8,000, three written quotes must be obtained by a tendering process. The result of this tendering process will be made based on specific criteria for the project and the decision made by the appropriate signing officer shall be binding. Purchases made through the General Council Office shall follow General Council policy and practices.
- e) For goods or services valued under \$8,000, research should be done to ensure the price is reasonable and within the approved budget.

EXCEPTION

An exception to the purchasing policy will be for the costs relating to professional services (e.g. legal and audit fees).