

CANADIAN FEDERATION OF UNIVERSITY WOMEN ONTARIO COUNCIL FINANCIAL POLICIES

The following is a summary of the financial policies of Ontario Council (OC). For additional information please refer to the OC executive manual.

1. MEMBERSHIP DUES and LIABILITY INSURANCE LEVY

- 1.1. Clubs pay the OC dues for regular and life members.
- 1.2. Clubs do not pay OC dues for honorary members, dual members who pay OC dues through another club or student members.
- 1.3. OC dues are calculated on the number of regular and life members as of December 31st of the current fiscal year.
- 1.4. A levy is made annually on all clubs to cover the premium for the Liability insurance and Directors and Officers insurance carried by OC on behalf of the Ontario clubs.
- 1.5. The levy for insurance is calculated on the number of regular, honorary, student, dual members or members who hold multiple memberships and life members as of December 31st of the current fiscal year.
- 1.6. The dues and insurance levy are to be paid on or before February 7th of the current fiscal year.
- 1.7. In a year when the amount levied is less than the actual amount of the insurance premium, the shortfall will be paid by OC.

2. GATHERINGS

- 2.1. Gatherings are budgeted on a cost recovery basis.
- 2.2. The registration price of a regional gathering should include the cost of the venue, the food, speakers and publicity material.
- 2.3. The budget, prepared by the host club for a gathering, is reviewed and approved by the Regional Director (RD), Treasurer and President of Ontario Council prior to the event.
- 2.4. The host club can receive an advance up to \$300 for their start-up expenses, if requested, after approval of the budget.
- 2.5. Where a club realizes a surplus, that amount is paid to OC.
- 2.6. Where a club experiences a deficit, OC covers the deficit.

- 2.7. Financial statements are forwarded to the OC Treasurer within 30 days of the event, along with the repayment of any advance, any surplus realized and any request for repayment of a deficit.
- 2.8. OC pays registration fees and travel expenses for the OC President and the host RD to attend a Gathering. All others are responsible for their own expenses, unless preapproved by the Board.
- 2.9. If the National President, RD from another Region, or other CFUW member is invited to make a presentation, their registration fee is waived. All others are responsible for their own expenses.
- 2.10. The host club will receive a \$200 grant from OC after financial statements, repayment of any advance and any surplus realized, have been received by the OC Treasurer.

3. ONTARIO COUNCIL ANNUAL GENERAL MEETING (AGM)

- 3.1. The AGM is budgeted on a cost recovery basis.
- 3.2. The OC President and the OC executive review and approve the draft budget.
- 3.3. OC will provide a monetary advance to a maximum of \$2,500 to the Local Arrangements Committee (LAC).
- 3.4. The original advance and any surplus will be paid to OC.
- 3.5. OC will cover a deficit.
- 3.6. A financial statement is forwarded to the OC treasurer within 60 days of the AGM.
- 3.7. OC covers the cost of printing the annual report as per the OC Budget.
- 3.8. Members of the LAC will only be charged for their meals.
- 3.9. OC will pay for travel and accommodation expenses plus early registration for the Ontario Council executive board, OC Past President, a meeting room for the OC executive on the day prior to the AGM and lunch for the OC executive.
- 3.10. The Parliamentarian is paid an honorarium. Her registration is paid by OC.
- 3.11. The host club will receive \$250 in recognition for hosting the AGM.
- 3.12. OC may consider payment of registration for the National President to attend the OC AGM

4. ONTARIO COUNCIL SPECIAL EVENT/PROJECT ADVANCE (LOAN) (For revenue generating event or project)

- 4.1. When funds permit, OC will provide a monetary advance to local clubs for a special event or project which is intended to produce revenue or raise funds. Examples of eligible applications would include any fundraiser (regardless of the beneficiary of the funds), such as raffles, book sales, house tours, luncheons, or any event where admission is charged or project where items are sold.
- 4.2. Clubs seeking a monetary advance from OC for special event/project will submit a budget together with a written request to their Regional Director, which will then be considered for approval by the OC executive.
- 4.3. The maximum amount to be advanced in relation to any event/project is \$300.
- 4.4. The advance (loan) **must** be returned to OC within 30 days of the event or completion of the project.
- 4.5. A club will be advanced funds only once in a three year period.

5. ONTARIO COUNCIL SPECIAL EVENT/PROJECT GRANT (For non-revenue generating event or project)

- 5.1 A club or group of clubs may submit a request for a grant in advance, to assist in the organization of a non-revenue generating event or project such as: an all-candidates meeting, public forum, or informational project, either internal or external. These grants may be applied to new /ongoing advocacy projects.
- 5.2 Clubs seeking a grant from OC for an event/project will submit a budget, together with a written request to their Regional Director. The request will be considered by the OC executive, subject to the availability of funds.
- 5.3 A request may be made only once in each three year period.
- 5.4 The maximum amount of each grant is \$300.

6. ONTARIO COUNCIL SPECIAL EVENT/PROJECT GRANT - MEMBERSHIP

- 6.1. A club or group of clubs may submit a request for a grant in advance, to assist in the organization of a non-revenue generating activity which will enable membership recruitment and in raising the club's profile of CFUW such as creating professional materials, marketing or advertising.
- 6.2. Clubs seeking a grant from OC for an event/project will submit a budget, together with a written request to their Regional Director. The request will be considered by the OC executive, subject to the availability of funds.

- 6.3. A request may be made only once in each three year period.
- 6.4. The maximum amount of each grant is \$300.

7. AGM SUPPORT FOR SMALL CLUBS

- 7.1. Clubs with a membership of 60 or fewer regular and life members who send a delegate to the OC AGM can apply to receive a grant equal to their OC membership dues for the past year. Applications must be received after the AGM and before November 1st.

8. FUNDING CLUB TRAVEL TO ATTEND SPEAKERS SERIES

- 8.1. Clubs at more than 50 km distant from Toronto are eligible for travel assistance.
- 8.2. The amount is calculated on a scale determined by the distance from Toronto. The range is from \$24.00 for a Club 50-75km to \$120.00 for a Club 350 km or more distant.

9. REIMBURSEMENT FOR ONTARIO COUNCIL EXPENSES

These expenses are paid to executive committee members while on OC business. This includes but is not limited to OC AGM, OC Executive meetings, Speakers Series, and the turn around meeting at the conclusion of the biennium.

- 9.1. Chargeable expenses included are:
- Parking
 - Teleconference, telephone, photocopying, postage, paper, one printer cartridge and other administrative costs of the position
 - Early registration, travel and a per diem of 50% of a double occupancy room at an OC designated hotel
 - Travel assistance for RDs to National AGM may be provided if funds permit.
 - Thirty-two cents per km
- 9.2. A CFUW member who has been designated, by the OC executive, an official representative to a meeting or conference is reimbursed in the same manner as an OC executive member.
- 9.3. OC will purchase CFUW National directories for all OC board members who do not already receive them from National office.

10. CFUW NATIONAL EXPENSE CLAIMS AND ONTARIO COUNCIL EXPENSE CLAIMS

10.1. The OC expense form, with receipts attached, should be sent to the OC President who will then approve and send on to the Treasurer for reimbursement.

10.2. Expenses associated solely with OC events are to be paid by Ontario Council. Examples of such expenses are:

- Annual OC Advocacy Planning Meeting
- Speakers Series: registration fees, accommodations, travel
- Fall Gatherings: RD & OC President registration fees
- OC AGM meeting: early registration fees, accommodations, travel
- Phone/teleconferencing
- Postage/paper/envelopes, photocopying
- 1 printer cartridge per year for work concerning only Ontario Council
- Travel for RDs to CFUW AGM
- Other travel and parking while on OC business

10.3. Regional Directors are to submit the national expense form to the OC President who will send it to National. Examples of such expenses are:

- Club visits (mileage, accommodation)
- Postage/Envelopes, photocopying
- Phone bills to clubs on national business
- 1 printer cartridge per year
- Registration fee for national AGM