

**POLICY**

**POLITIQUE**

<i>Policy Number:</i>	National Operating Policy #9
<i>Subject:</i>	Accounting
<i>Approved:</i>	January 15, 2011
<i>Last Revised:</i>	n/a

*Objective and Rationale*

The Canadian Institute of Public Health Inspectors recognizes that fiscal responsibility is integral to the continued success of the Institute. The NEC has the responsibility of ensuring it is accountable for the financial well being of the Institute.

This policy provides guidance to the NEC and the CIPHI National Office to ensure the financial accountability of CIPHI.

*Specific Operations*

The accounting and book keeping system will code all expenses and income.

Financial reviews will be provided for the previous fiscal year for the current AGM.

The term "audit" in the NEC bylaw No. 4 sections 35 to 37 shall be interpreted as to be satisfied by an annual financial review, conducted by a certified accountant.

Filing of an income tax return shall occur annually and prior to the Revenue Canada deadline.

*Accountability*

The Finance Committee is responsible for the overall administration of CIPHI's accounting system.

The National Office is responsible for the day to day administration of CIPHI's accounting system.

Income and Expense Coding

The Finance Committee and the National Office will be responsible for maintaining and updating expense and income codes used for the accounting systems.

Financial Review

The National Office will send all required information to the approved accounting service for preparation of the financial review in a timely manner to ensure the report is completed for the AGM.

*Accountability*

The National Office will be responsible for selecting the accounting service.

The NEC will be responsible for approving the accounting service selected by the National Office by motion.

Financial Statement

The Finance Committee and the National Office will be responsible for creating and maintaining the financial statement template.

The National Office shall prepare financial statements quarterly. The reports shall be submitted to the Finance Committee.

Changes to the financial statements shall be presented as a motion during a NEC business meeting for approval.

Approved changes will be sent to the National Office by the President.

Each Portfolio Chair and Committee Chair shall ensure a yearly operational budget is created, maintained and submitted to the Finance Committee Chair on the CIPHI Committee Budget Worksheet (attachment # 1) prior to December 31st of each year.

Additional monies needed for operating budgets require a motion during a NEC business meeting.

The Finance Committee is responsible for creating and maintaining the budget template.

The Finance Committee is responsible for maintaining the budget and making recommendations for change.

The Finance Committee Chair will present the updated budget proposal report to the NEC at the next available meeting.

Changes to the budget template are to be presented as a motion during a NEC business meeting for approval.

*Attachments*

CIPHI Committee Budget Worksheet

*Approving Officers*

Phi Phan, National President

\_\_\_\_\_(original signed)\_\_\_\_ January 15, 2010

Claudia Kurzac, National Past President

Keir Cordner, President, BC Branch

\_\_\_\_\_(original signed)\_\_\_\_ January 15, 2010

\_\_\_\_\_(original signed)\_\_\_\_ January 15, 2010

Koreen Anderson, President, AB Branch

Ryan Philapation, President, SK Branch

\_\_\_\_\_(original signed)\_\_\_\_ January 15, 2010

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Darcy Chrisp, President, MB Branch

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Oumar Ba, President, QC Branch

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Barry MacGregor, President, NS/PEI Branch

Sara Timpa, President, NL Branch

\_\_\_\_\_(original signed)\_\_\_\_ January 15, 2010

\_\_\_\_\_(original signed)\_\_\_\_ January 15, 2010

*Document and Change History*

Initial Draft – December 2010

Approved – January 2011

Committee Name            **Insert your committee here...**  
 Committee Chair           **Insert your name here...**  
 Budget Year                **2011**

Revenues	Total
Initiative #1	
Initiative #2	
Initiative #3	
Initiative #4	
Initiative #5	
Etc.	
Etc.	
Etc.	
Etc.	
<b>Revenue Total \$</b>	<b>-</b>

Expenses	
Stationery	
Teleconferences	
Face-to-Face Meetings	
Postage	
Photocopying	
Etc.	
Etc.	
Etc.	
Etc.	
<b>Expenses Total \$</b>	<b>-</b>
<b>Revenue less Expenses \$</b>	<b>-</b>

**Quick Hints and Reminders:**

- Consult with the Treasurer (Finance Chair) and/or MPS and look over past financial statements
- The goal is to break even, you should not project a deficit
- Plan for the worst case scenario
- Revenue will usually have an accompanying expenditure
- Use the budget as a guideline as you plan throughout the year