

SSVP CONFERENCE FINANCIAL CHECKLIST

	<i>(Source documents: SSVP Financial Handbook for Conference Treasurers and The Rule and Statutes of SSVP Canada)</i>
	Task
<input type="checkbox"/>	Prepare budget and presents budget for formal motion at meeting and recorded, to be monitored monthly to determine corrective actions to be implemented. Revenues and expenditures and bank balance in particular. Handbook Section 5.8
<input type="checkbox"/>	Record all receipts and expenditures using software/excel (or manual system)
<input type="checkbox"/>	Deposits must be made regularly
<input type="checkbox"/>	Account books to kept up to date
<input type="checkbox"/>	Financial report presented at each meeting and reported into the minutes
<input type="checkbox"/>	Disbursements given only after invoices/statements obtained
<input type="checkbox"/>	Two person sign cheques always
<input type="checkbox"/>	All accounts paid when they become due
<input type="checkbox"/>	Accounts to be reviewed once a year by committee or outside qualified person Section 2.3 and Rule 3.14
<input type="checkbox"/>	Any such review to be presented to conference members
<input type="checkbox"/>	Funds to be used for Society's aims and objectives Rule 3.13
<input type="checkbox"/>	Only a reasonable reserve to be held based on budget/expected expenditures Rule 2.2.10
<input type="checkbox"/>	No allocation of funds to other organizations unless in the Vincentian Family Rule 3.13
<input type="checkbox"/>	Surpluses to be shared annually by the next council up for distribution Section 2.2.10
<input type="checkbox"/>	Year end financials and activity report submitted to next highest council by January 31 each year
<input type="checkbox"/>	CRA status to be applied for in line with CRA rules and legal requirements.
<input type="checkbox"/>	Conference with CRA status issues receipts, applies for GST/HST, files returns Section 4.0
<input type="checkbox"/>	For Official tax receipts specification See: www.cra-arc.gc.gc/chrts-gvng/chrts/prtng/rcpts/menu-eng.html
<input type="checkbox"/>	Hard copies of records must be kept, list can be found in handbook section 5.0
<input type="checkbox"/>	Records to be kept for 6 years Section 5.2
<input type="checkbox"/>	Confidentiality of records must be maintained, disposal means is shredding
<input type="checkbox"/>	Revenue and expense recording protocol can be found in handbook section 5.4 and 5.5
<input type="checkbox"/>	All expenditures must be approved by Conference President and Treasurer and or leadership team
<input type="checkbox"/>	Bank chequing account must be maintained for all conference funds. Section 5.6
<input type="checkbox"/>	No online outgoing transfers or payments permitted as this will defeat the two signature requirement.
<input type="checkbox"/>	Monthly reconciliation each month to take place and any discrepancies sorted out.
<input type="checkbox"/>	A six month reserve can be kept in an accessible low risk GIC which is redeemable and cashable Section 5.7