

## Secretary/Treasurer Policy Manual

This policy manual is to govern over the duties of the secretary/treasurer. These policies are an extension to those duties stipulated in the TKDNB by-laws. The duties of the secretary/treasurer are explained in that of eh by-laws and the following policies are an extension to those duties.

### *Cash Management*

#### Signing Authority

As stated by the by-laws, signing authority should be held by the secretary/treasurer. The secretary/treasurer should hold signing authority over all documents, cheques and banking information.

There are to be three signing officers that have signing authority for KDNB. The first and second signing officer shall always be designated to the current President and the current secretary/treasurer. The third signing officer shall be that of a board member that resides in the same city or region as the current secretary/treasurer. This gives ease of travel for a second signature for cheques and contracts. The third signing officer must first be a board member within the city of the existing secretary/treasurer. If the board does not find a board member suitable for this position, then they may vote for a member of that city to represent the third signing officer.

#### Payments

All payments for TKDNB are to be made by either a cheque or visa payment. Payments are to have the appropriate supporting documentation where necessary (i.e. Invoice). No cheque for payment of goods or services is to be prepared until the proper documentation is received requesting payment. Cheques are to be prepared based on the proper documentation received. When payment is requested prior to invoicing, a visa payment or cheque is to be made at the request of the vendor but must be reconciled to the receipt received.

Payments are to be prepared by the secretary. Cheques are to be dated and completed in full by the secretary based on the received documentation. The first signature on the cheque is to be from the secretary to confirm that the payment is to be made based on the received documentation. The second signature is done by one of the other two signing officers after review of the documentation to confirm that the cheque was prepared by the secretary as per the appropriate documentation.

#### Reimbursements

Reimbursements are only done if approved by the board or stated in the TKDNB policy manual. No reimbursement is to be done for any expenses until an Invoice or receipt is provided to the secretary. The cheque is only to be prepared when there is a valid Invoice or receipt for the expenses incurred and proper approval from the board. The cheque must be prepared for the amount of the Invoice or receipt or for the amount that was approved by the board, if different. Even if approved for reimbursement by the board, no reimbursement is to be prepared without an Invoice or receipt being provided to the secretary for proof of having incurred the cost prior to being reimbursed.

Membership revenues received are to be reconciled to the number of forms processed for paying members. Grandfathered members (5<sup>th</sup> dan and above) are not considered as part of this reconciliation. Two separate files are to be kept, one for the paying membership and one for the grandfathered members. The number scheme for the two are separate from one another, meaning that the paying members and the grandfathered members do not share the same number system. The revenues received for membership is to be reconciled by taking the number of members and multiplying them by the membership fee. The revenue received and the calculation should be equal to one another at all times. If there is a discrepancy then it is to be determined by the secretary by reviewing all forms and payments received.

Revenues received from any other event held by TKDNB are to be reconciled based on the number of applicant forms received. The funds received and deposited into the bank should be equal to the number of applicant forms that are held multiplied by the corresponding registration fee. If there are any discrepancies, the secretary must determine where the discrepancy is by reviewing the funds received to that of the application forms on hand.

## Secretary/Treasurer Policy Manual

All other revenues are to be reconciled to the bank statement and that of the forms received or cheque stubs from the funds received. All cheque stubs or letters stating the amount of funds received are to be kept on file with TKDNB's current secretary and used to reconcile the bank deposits.

### Deposits

All funds received in the name of Taekwondo NB Inc (or TKDNB) are to be documented in the deposit book. All deposits are to be taken to the bank with the corresponding deposit book that has all the deposits recorded in it. The deposit book is to be initialed by the officer that is depositing the funds into the account. All deposit slips are to be recorded in a journal, by deposit number, what each deposit represents and the revenue account that it corresponds to for reporting purposes.

### Reconciliation

Monthly bank reconciliations are to be done based on the monthly bank statements received in the mail. A spreadsheet is to be prepared that records the bank transactions and assigns them to the proper account for reporting purposes. Cheques that are paid are to be reconciled according to the bank statement. The expenses are to be recorded and liability created until the cheque clears the bank and is reconciled. Deposits are the same except they record as a receivable until reconciled to the bank statement. This spreadsheet must equal the bank balance at the end of every month and a variance must be determined and corrected accordingly. Each month's reconciliation spreadsheet must be equal to that of the bank dollar.

### *Document Control*

#### Application forms

All forms that are of the possession of Taekwondo NB Inc. are to be held by the secretary/treasurer. These forms included but are not limited to the following:

- Membership form
- Event sanctioning document
- School Registration form

Any form for any type of application with TKDNB is to have a hard copy on file, a soft copy saved on the secretary's computer and a final copy stored on the back up external drive. These forms are to remain only in the possession of the current secretary and not of any other individual. These documents are to only be amended by the new secretary/treasurer where they see fit. No deletions or destruction is to be done to the original documents on file unless it is noted to be done by dissolution of the organization or voted on by the board for the deletion or destruction of such forms.

#### By-laws and Constitutions

Taekwondo NB Inc. Constitution, by – laws and all other appendixes to each document are to be kept with the secretary/treasurer at all time, whoever he or she may be. A hard copy is to be kept on file with the secretary, one copy to be kept in soft copy on the computer of the secretary and a final copy stored on the external back up drive. When updates, based on approved amendments, made to the document a new copy is to be printed and kept on file with the other copies. No hard copy is to be destroyed. A copy for each time an update is made should be kept on file for review at anytime. There is to be one document stored on the secretary's computer and external backup drive that is to track any and all updates to these documents. Once the documents are updated, it is to be saved under the last date the amendments were updated. Therefore, there should be one file to track only the changes made, and then there should be several files for each date listed on the documents for when they were updated. This is to mirror the effect of the hard copies so to be able to print by laws prior to any update at any point in time for review. The documents are to be saved as the document being used and the date of the update (i.e. if by-laws update on the 30<sup>th</sup> of November 2007, the file will be saved as "Bylaws Nov 30 2007"). All these file are to be backed up onto the external hard drive in the possession of the secretary/treasurer. These documents are only to be deleted or destroyed upon dissolution of the organization or at the discretion of legal counsel.

#### Minutes

## Secretary/Treasurer Policy Manual

All minutes for meeting held by TKDNB (either board meetings or annual general meetings) are to be prepared by the secretary. If the secretary is absent from any meeting, then, the minutes are to be prepared by a designated person by the board that is attending such meeting. Minutes that are prepared at the meetings can be typed or hand written. All minutes are to be typed accordingly and printed to be kept on file with the secretary, whoever that may be. All minutes are to be filed by year and kept in a permanent file. The minutes are to be saved as a soft copy on the secretary's computer and saved on the external backup drive. The minutes are to never be deleted or destroyed unless the organization is dissolved, and/or advised to do so by legal counsel.

All minutes must specify the date and location of the meeting. The minutes must also list all those that in attendance for said meeting and those that are absent. If the attendee has a title within the organization, the title must follow that of the attendees name for there attendance. It must also be stated on the minutes who is responsible for preparing the minutes at this meeting. Each topic discussed on should have a heading with all details of the discussions on said topic. The minutes are to be prepared in detail listing as much details as discussed. It would be best to not use point form points so that all information discussed in detailed to understand at a future date.

Minutes are only to be corrected and typed by the person who was noted as the one that prepared them at said meeting. (I.E. if the secretary prepared the minutes, only that individual can correct, change, alter or format the minutes accordingly) Once the minutes are reviewed by the board and all those in attendance, then, only those in attendance to the meeting may be able to make mention of any changes necessary to what was discussed at the meeting.

Once the minutes have been approved by the board, no more alterations, changes or formatting is to be done to the minutes. They are to be printed and filed as completed in the year the meeting occurred. These minutes are to then be sent to the general voting membership via e-mail and/or postal mail. The minutes are to be sent on the organizations letter head and are to be printed, saved and stored on the letterhead as well.

### Mailing Address

The mailing list in question is that of the school that are sanctioned with TKDNB for each calendar year. Mailing list is to be updated based on the sanctioning forms received each year for registration of the schools. The registration forms are to be filed in the year in received. The mailing list can be hand written or saved onto a computer. The master file for mailing addresses should be that of the registration forms filed in the yearly folders. The mailing lists re to be saved each year as a hard copy. For those schools that have not re-registered with TKDNB, then they shall not be included in the current year's mailing list. This mailing list should only reflect that of current sanctioned schools of TKDNB for each year. Though school's may not re-register form one year to the next, these registration forms shall not be destroyed or deleted unless there is a dissolution of the organization or advised by legal counsel.

### Memberships

All membership forms must have the date received, signature and TKDNB number they are assigned written on them. These forms are then to all be filed in sequential order by the TKDNB number assigned to each one. The forms are not to be filed by school, but rather by the number they are assigned. A file is to be kept on the secretary's computer that has all the necessary information for each TKDNB number. The file should contain at a minimum, the applicants first and last name and the school that they registered with. The computer file can be used to sort and organize the applicants into schools for purposes of determining the number of votes each school will have at the upcoming AGM. TKDNB membership forms are to be filed accordingly (as stated above) and are not to be destroyed or deleted unless there is a dissolution of the organization. These membership forms must be held for a minimum of 7 years with the current secretary of TKDNB. After the 7 year minimum, the records can be destroyed by the current secretary by mean of shredding and or the burning of these papers.

### Bank Statements/Contribution receipts and/or letters/mastercard statements

All bank statements and corresponding cheque information are to be filed in the yearly filing system. The bank statements are to be used to reconcile the bank account and books (as noted above) and are to be kept in its own file to be kept with the current secretary/treasurer. All bank statements received in the mail from the bank are to be kept on file with the secretary for a minimum of 5 years. The bank

## Secretary/Treasurer Policy Manual

statements are not to be destroyed or thrown out prior to the 5 year expiry date. After the 5 year expiry date, the current secretary is to destroy the bank statements by means of shredding or fire.

Any cheque stubs from funds received by cheque are to all be filed in the year received with the current secretary. As well, any letters received stipulating the amount of funds either directly deposited into the organizations account or cheques payable to the organization are to be filed in the year received. These stubs and/or letters are to remain in the current secretary's possession and filed accordingly. There is to be no destruction or disposal of these documents until after a period of 5 years. When the documents are disposed of, they are to be destroyed by the current secretary by means of shredding or by fire.

All mastercard statements and information are to be filed with the current secretary in a separate file. All receipts of charges to the mastercard are to be kept and then stapled to the corresponding mastercard statement. Each statement should have a receipt for each charge on the mastercard stapled to it and filed accordingly. These statements are to be kept on file with the current secretary for a period of 5 years. After the 5 year expiration period the documents are to be destroyed by the current secretary by means of shredding and/or by fire.

### *Notifications and Communication*

#### Board Meeting Minutes

Minutes for a scheduled board meeting are to be mailed and/or e-mailed to the general voting membership on TKDNB's letterhead. The minutes are first to be drafted by the secretary or by the person in attendance taking the minutes if the secretary is absent. The minutes will first be sent out to the board of directors for review. Upon acceptance of the drafted minutes, the secretary will send out the approved minutes to the general membership via e-mail and/or mail. (Note if sent out by e-mail, the minutes are not to be sent as a Microsoft word document as they can be altered by the recipients. Please save the file as a webpage or as a pdf file using a pdf writer. A good pdf writer can be downloaded off the web, i.e. cutepdf)

#### AGM Minutes

Minutes for the yearly AGM (or special AGM if one is held during the year) are to be mailed and/or e-mailed to the general voting membership on TKDNB's letterhead. The minutes are to be first drafted by the secretary or by the person in attendance taking the minutes if the secretary is absent. The minutes will be sent to the board for revision to determine if they are accurate. Any and all formatting or alterations to the minutes are to be done prior to having them sent out. Once they are reviewed and complete, the minutes are then sent to the general voting membership to review. If there are any changes that a voting member makes note of due to an error in wording or interpretation, then the alteration may be made, but only by that of the current secretary/treasurer. (Note: if sent out by e-mail, the minutes are not to be sent as a Microsoft word document as they can be altered by the recipients. Please save the file as a webpage or as a pdf file using a pdf writer. A good pdf writer can be downloaded off the web, i.e. cutepdf)

#### Request for a vote

All request for voting can be done via e-mail or at a general board meeting. The request for a vote should stipulate at a minimum what is being requested for a vote and who requested the vote. When there is a majority vote on the matter, the board and whoever requested the vote are to be notified that the request was approved by a majority vote. If there is no majority vote, then the request is denied and person requesting the vote are notified of a non approval.

#### Financial Statements

Financial statements that are either prepared by the current secretary or other authorized person, are to be presented annually at the AGM. The statements presented at the AGM are to be audited by the appropriated designated persons. If the statements are un-audited at the time of the AGM, an un-audited statement is presented for the time being. After the statements are presented to the voting membership at the AGM, only an audited statement is to be mailed and/or e-mailed to the general voting membership. Only audited statements are to be mailed or e-mailed to the general voting membership. The statements are to also be sent out to the appropriate government authorities at the same time on a yearly basis.

## Secretary/Treasurer Policy Manual

### Bank Balance

The bank balance is only communicated to the general membership based on the current financial statements. Only communication of the current bank balance is to be done with the current board of directors where the secretary sees fit. Only the president and the Vice-president can request the current bank balance at anytime. No board member can request the bank balance. Communication of the current bank balance is to remain with the executive and only communicated to the board if the executive sees it fit to communicate this information.

### Change in secretary/treasurer

When there is a change in the position of secretary/treasurer, the new secretary shall be considered the current secretary until another change in title occurs. When there is a change in secretary, the old secretary is to transfer all files, both hard copy and soft copy to the new secretary. There is to be no files to remain in the possession of the old secretary. There is also the transfer of all and any cheques, deposit books, seals, office equipment, mailing lists, etc to be transferred along with the files to the new secretary. The new secretary will assume the role of secretary once the documents and files have all been transferred to that individual. Once the new secretary has received all the new files, forms and other items, they are to be updated accordingly and if necessary. Notification is to be sent to all the voting membership of all changed information and of title change. Where the secretary was voted on at the AGM, the minutes of such meeting will have been prepared by the old secretary and shall be formatted and sent out to the voting membership as his last duty as secretary. As the new secretary did not prepare these minutes, it will not be their responsibility to have them sent out or have them prepared or formatted. The exiting secretary will be severed of all duties as secretary/treasurer once the documents are transferred to the new secretary and the AGM minutes are sent out to the voting membership. It is the exiting secretary's obligation as his last duty to ensure that these minutes are sent out as a final act of their term. The new secretary will now assume all duties required of the secretary which includes the policies listed above.

Prepared September 2008  
By Allan Morris BBA, CGA  
(secretary/treasurer at the time)

Approved October 25, 2008 (AGM Saint John, NB)