



## NICFA FINANCIAL POLICY

### **Policy Statement**

North Island College Faculty Association is committed to financial responsibility and transparency. The Association will elect a Treasurer who shall have primary responsibility for coordinating, tracking and presenting on the Association's finances. The financial picture of the Association will be reviewed periodically by the Executive, presented semi-annually to the members and reviewed independently once per year.

### **Scope**

This policy governs overall Association finances and expenses. The Travel and Reimbursement Policy sets out guidelines related to expenses and their approvals.

### **Executive Authority**

The Association's financial decision-making authority exists with the Executive between Annual General Meetings. The Executive will aim to keep overall expenditures in line with the annual budget, but may permit deviations as necessary. The Executive will call a membership meeting if spending changes are expected to create a deficit of 2.5% or more.

### **Budget & Financial Reporting**

The Association's fiscal year will be from July 1 until June 30. The Association will hold a Fall General Meeting with a focus on financial reporting. The Treasurer will present the previous year ending June 30 spending, the Association's financial position, as well as an annual budget for the coming year beginning July 1, which must be approved by the membership. Members may move amendments to the budget, which shall be approved based on a majority vote.

The Association's finances will be reviewed independently by either two members who are not on the Executive with the appropriate knowledge to do so or by a person trained in professional accounting. Those reports will be made available to the Executive as well as any members who request access.

The Treasurer may provide an interim financial update at the Spring AGM.

## **Funds**

The Association will hold its finances in at least two distinct 'Funds': operating and defense (or 'strike'). The Treasurer, in consultation with the Executive, will determine the best way to hold or invest money in these funds.

### *Operating Funds*

Operating funds shall be used mainly to pay for everyday Association costs and reimbursements including release, FPSE dues, training, events, travel, bargaining, etc., as well as uncharacteristic, emergent or unanticipated Association expenses, including media campaigns, legal or union-initiated investigations, and so on.

### *Defense Funds*

Defense funds shall be used to support job action, including paying for members' healthcare benefits and picket line activities during a strike, lockout or picket line observation. Use of these funds for other purposes should be avoided outside of emergencies. The funds will be invested for long term availability at a low level of risk.

The Executive shall approve any withdrawals from the Defense Fund by a  $\frac{2}{3}$  majority vote of the Executive.

## **Signers**

The Association will maintain at least three signers who are current Executive members for all accounts. All remittances will require the approval of two signers and will be initiated by the Treasurer, unless designated otherwise by the Executive.

## **Surpluses**

The Treasurer will transfer no less than 25% of annual surpluses into the Association's Defense Funds.

First Approved: May 2024	Last Revised	Subject To Review: 2027
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## **Appendix A: Standing Budget Items**

The Association will normally include the following items in every budget:

- (a) FPSE Dues
- (b) Release time
- (c) FPSE AGM Expenses
- (d) Bargaining
- (e) Union training and workshops
- (f) Executive Expenses
- (g) NICFA AGM
- (h) NICFA Bursary & other donations
- (i) Information Technology (equipment & services)
- (j) Miscellaneous - accounting, office supplies, etc.
- (k) Union organizing & social events
- (l) Standing Committee events
- (m) Transfer to Defense Funds