



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 002

SECTION: BRD

SUBJECT: ADMINISTRATION OF ST. ANNE CENTRE SOCIETY DEVELOPMENT FUNDS	
MOTION #: 06-11-2020	DATE OF MOTION: 08-October-2020
CHAIRPERSON: <i>Margaret Landry</i>	DATE SIGNED: <i>November 16, 2022</i>
DATE EFFECTIVE: October 15, 2001	DATE REVISED: 08-October-2020
DATE REVIEWED: August 2020, September 2020	

PURPOSE

The purpose of the policy is to outline the management and disbursement of St. Anne Centre Society development funds.

POLICY

The policy directs the administration of St. Anne Centre Society development funds.

GUIDING PRINCIPLES AND VALUES

Administration of St. Anne Centre Society development funds is distinctly separate from the operational accounts of St. Anne Centre.

The Board of Directors is responsible for the administration of all St. Anne Centre Society assets.

PROCEDURE/GUIDELINES

1. The Board of Directors will ensure any disbursements from these accounts are consistent with the goals and objectives of the St. Anne Centre Society.
2. The Board of Directors will ensure that all non-operational funds are deposited in the appropriate St. Anne Centre Society accounts. All deposits to these accounts must be made through the St. Anne Centre business office.

3. All bank withdrawals or disbursements, of \$2000 and more from the donation account require the approval of the Board of Directors.
4. The Board of Directors will ensure complete disclosure of intent to disburse funds from the donation account in the form of a written report circulated to each board member prior to the meeting at which a motion concerning these funds will be introduced.
5. Expenditures from these accounts exceeding \$15,000.00 must have 75% approval of the Board of Directors.
6. The spending limit for a single purchase for the ambulance base account will be \$1500.00. Amounts exceeding \$1500.00 must be approved by the Treasurer (or designate) of St. Anne Centre Society and reported to the Board of Directors.
7. Two signing officers (Chairman, Treasurer, Secretary or Finance Officer) will be required on all disbursements from these accounts.
8. The Board of Directors grants authority to transfer excess funds from savings accounts to the corresponding term deposit account.

REFERENCES

RELATED DOCUMENTS

Policies

Forms

Brochures

Appendices

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