

### **Financial Controls for the Victoria Family Court and Youth Justice Committee (VFCYJC)**

Once the VFCYJC becomes a delegated commission of the CRD, the CRD's Finance department can accept funds by way of cheque to hold on behalf of the Committee. This will be set up as a separate ledger account as required, and conform to the practices of other Commissions.

#### **Process:**

1. The Committee would approve a budget each year, prior to November, for inclusion in the annual financial plan and budget of the Regional District;
2. For reimbursement, the Committee members would provide receipts and the Committee would authorize the expenditures. Most Commissions maintain a treasurer position who receives regular e-mails from CRD with balances and who collects receipts/invoices for payment and coordinates with CRD;
3. Corporate Services (Legal) would sign off on the reimbursements and cheques would be issued by Finance in the next cheque run. I and Mike Medland would be your CRD contacts for invoices, contracts, and finance matters.
4. For regular invoiced services (like secretarial services or your website expenses) CRD could pay each invoice as provided, with Corporate Services (Legal) signing off based on your budget.
5. For grants, we would process these once the Committee as a whole approved a grant application – we would go through our regular signing process (coordinated by Corporate Services (Legal)) and issue the grant as part of the next cheque run.
6. For procurement of larger items (if any) that require a competition, either we could get certain Committee members to have signing authority or Corporate Services could run the competition, then Legal Services would prepare a contract.

Submitted for approval at the AGM, January 19, 2022, by Bill McElroy, Treasurer.