

PSAC BC REGION

AREA COUNCILS AND REGIONAL COMMITTEES:

FUNDING AND REPORTING PROCEDURES

August 2021



**British Columbia
Colombie-Britannique**

BC REGION AREA COUNCILS AND REGIONAL COMMITTEES

Within the BC Region, PSAC activists participate in a variety of area councils and regional committees, including these existing ones:

Area Councils:

- Victoria Area Council
- North Vancouver Island Area Council
- Vancouver and District Area Council
- East Fraser Valley Area Council
- West Fraser Valley Area Council
- Northeast BC Area Council
- Northwest BC Area Council
- Okanagan Area Council

Regional Committees:

Human Rights:

- Vancouver Island Human Rights Committee
- Okanagan Human Rights Committee
- BC Mainland Human Rights Committee

Women's:

- Vancouver Regional Women's Committee
- Vancouver Island Regional Women's Committee
- Prince George Regional Women's Committee
- Southern Interior Regional Women's Committee

Young Workers:

- BC Mainland & Haida Gwaii Young Workers' Committee
- Vancouver Island Young Workers' Committee

Health and Safety:

- BC Region Union Safety and Health (BRUSH) Committee

With 18 active area councils and regional committees in the Region, a consistent approach to the reporting and operation of area councils and regional committees is necessary to be efficient, transparent and accountable for funds received from the PSAC nationally.

FUNDING

Area councils and regional committees receive funds from one primary source: PSAC National as provided for in the budget approved by delegates to the PSAC National Triennial Convention.

FINANCIAL GUIDELINES

- Each regional committee and area council shall set up an account at a financial institution.
- At least two executive members on the area council or regional committee members shall have signing authority. It is **strongly recommended** that there are more than two signatories to ensure that executive members do not sign their own reimbursement cheques.
- Each cheque must be signed by two (2) executive members with signing authority to be valid.
- All cheques are to be signed by two signing authorities before issuance, and only if the cheque is accompanied by original invoice/receipt or other sufficient backup documentation.
- Executive members receiving reimbursement for expenses may not be a signatory on their own cheque.
- All expenditures must be paid by cheque or by verified two-party eTransfer (where applicable). There shall be no cash withdrawals and no petty cash used.
- Original receipts and related documents must be submitted for each expense.
- Each expense and each income must be recorded by the treasurer on either the report form attached or another appropriate ledger form.
- It must be clearly indicated what items the cheque is being issued for.
- Regional Committees and Area Councils may not use their funds to purchase any gift cards, gift certificates, pre-paid credit cards, alcohol/liquor or cannabis.

YEAR-END REPORTING

At the end of each calendar year, each area council and regional committee is required to submit documentation to the REVP's office. In order to be considered a regional committee or area council in good standing and to receive funding, regional committees and area councils are required to submit the following:

- Cover Sheet (using the template in Appendix A*)
- Contact information for executive members (using the template in Appendix B*)
- Financial statement (using the template in Appendix C*)
- Copies of each monthly bank statement for January through December
- Completed audit report form (using the template in Appendix D*)
- Budget for new year (using the template in Appendix E*)
- Minutes of each meeting held for the calendar year. To be in good standing, there must be a minimum of four meetings held per year.**

*Note: Separate packages of appendices for area councils (AC) and regional committees (RC) are attached.

**Note as per the following sub-sections of the *PSAC Constitution*:
Section 14, Sub-Section (13)(a) - area councils; and
Section 15, Sub-Section (4) – regional committees.

Prior to submitting the information to the REVP Office, the area council or regional committee must have their financial records audited by a minimum of two (2) current PSAC members. Procedures for the audit and reporting of findings are set out below.

Once all documentation is compiled, it is to be submitted to the REVP's office. All submissions must be received in the REVP's office **no later than March 1st** of each year.

Regional committees and area councils who have not submitted all the information prior to the deadline will not receive any funding for the calendar year.

Area councils and regional committees not requiring additional funds for the year are still required to submit all documentation and a budget indicating they are not requesting additional funds.

AUDITING FINANCIAL RECORDS

At the end of the year, after the area council or regional committee treasurer has completed the annual financial statement, the records must be audited by a minimum of two current PSAC members. **To ensure transparency, members who are not executive members of the regional committee or area council are to complete the audit.** An executive member of the respective area council or regional committee may not serve as an auditor for the annual review of their own area council or regional committee, but may serve as an auditor for another PSAC regional committee or area council where they are not on the executive.

Documents required before starting the audit:

- Area councils - bylaws
- Regional committees – either bylaws or terms of reference
- Both - Original Bank Statements
- Both - Original Cheque Register/Stubs
- Both - Copies of all meeting minutes
- Both - Annual Financial Statement prepared by the treasurer

Process to Audit Records:

1. Using the bank statements, ensure the opening balance on the Financial Statements matches the bank balance.
2. Reconcile each bank statement by ensuring that all cheques are accounted for. The cheque register should be reviewed to ensure that any voided cheques are available and to identify any stale-dated or outstanding cheques.
3. Every transaction on the bank statement must have supporting documentation. Auditors should check meeting minutes to ensure that all expenses over \$100 (unless otherwise specified in the area council

bylaws or regional committee terms of reference) are identified as approved in the minutes. Approval can be by vote or by consensus. Any expenses exceeding \$100 that are not approved at a regional committee or area council meeting must be noted on the audit report.

4. Ensure that Executive members receiving reimbursement for expenses are not signatories on their own cheque.
5. Ensure that there are no purchases of gift cards, gift certificates, pre-paid credit cards, alcohol/liquor or cannabis using Area Councils and/or Regional Committee funds.
6. Ensure the ending balance on the financial statement matches the ending balance on the bank statement.
7. **Any irregularities that cannot be reconciled or appear as fraudulent must be reported to the REVP's Office immediately.**
8. Once completed, the auditors should complete the audit report form (Appendix D) and return the form and records to the treasurer.

REGIONAL COMMITTEE APPENDICES



Appendix A

REGIONAL COMMITTEE ANNUAL REPORT COVER SHEET

COMMITTEE: _____

LOCATION: _____

Have you attached the following documentation?

- List of regional committee executive contact information (Appendix B)
- Minutes of all meetings
- Copies of bank statements for January through December
- Annual financial statement (Appendix C)
- Completed audit report (Appendix D)
- Budget request (Appendix E)

REVP OFFICE:

Date Received: _____ By: _____



Appendix B

REGIONAL COMMITTEE EXECUTIVE CONTACT INFORMATION

COMMITTEE NAME: _____

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	



Appendix C

ANNUAL FINANCIAL STATEMENT

Regional Committee: _____
For the Period January 1, 20____ to December 31, 20____

Bank Balance, as of January 1, 20____ \$

REVENUE

National allocation \$

Other:

• _____ \$

• _____ \$

Total Revenue \$

EXPENSES

Meeting Expenses

• _____ \$

• _____ \$

Donations

• _____ \$

• _____ \$

Event/Project Expenses

• _____ \$

• _____ \$

Other

• _____ \$

• _____ \$

Total Expenses \$

TOTAL PROFIT (LOSS) \$

Less Outstanding Cheques

• _____ \$

• _____ \$

Bank Balance, as of December 31, 20____ \$



Appendix D

REGIONAL COMMITTEE AUDIT REPORT

COMMITTEE: _____

AUDITORS: _____ PSAC ID #: _____

_____ PSAC ID #: _____

AUDITOR CHECKLIST:

1. Have you received copies of (1) all meeting minutes for the year, (2) a current copy of the regional committee terms of reference, (3) the cheque register and/or general ledger used by the regional committee, (4) the annual financial statement prepared by the treasurer, and (5) hard copy backup for all cheques issued, including cheque stubs?

YES NO

2. Have you received copies of the bank statements, and have you verified that the opening balance on the financial statements matches the opening bank balance?

YES NO

3. Are all cheques accounted for in the cheque register, including any voided cheques, stale-dated, and/or outstanding cheques? Are all voided cheques (original hardcopies) included with the financial documents you received?

YES NO

4. Do all transactions listed on the bank statement have the required supporting documentation (e.g. original receipts, invoices, email correspondence, meeting minutes, etc.)?

YES NO

Please note: All expenses over \$100 (unless otherwise specified in the terms of reference) must be approved in the meeting minutes. Approval can be by vote or by consensus. Any expenses exceeding \$100 that are not approved at a regional committee meeting must be noted by the auditors in the discrepancies area below.



5. Have you verified that there are no purchases of gift cards, gift certificates, pre-paid credit cards, alcohol/liquor or cannabis using Area Councils and/or Regional Committee funds?

YES NO

6. Have you verified the ending balance on the financial statement matches the ending balance on the bank statement?

YES NO

7. Have you reviewed the information provided and it is your conclusion that all funds have been properly accounted for and documented?

YES NO

Please note: Any irregularities that cannot be reconciled or appear as fraudulent must be reported to the REVP Office immediately.

For any areas where you indicated “no” in the checklist above, please describe discrepancies and details below. If there is insufficient space below, please attach additional sheet(s) as required.

[Empty box for describing discrepancies]

Auditors: _____
Print Name

Signature

Print Name

Signature

Date Audit Completed: _____

REVP OFFICE USE:

Date Received: _____

By: _____



Appendix E

ANNUAL BUDGET REQUEST

Regional Committee: _____
For the Period January 1, 20____ to December 31, 20____

EXPENSES

Meeting Expenses

- _____ \$
• _____ \$

Donations*

- _____ \$
• _____ \$

Event/Project Expenses**

- _____ \$
• _____ \$

Other

- _____ \$
• _____ \$

Total Expenses \$

TOTAL PROJECTED EXPENSES \$

Bank Balance, as of December 31, 20_____ \$

TOTAL BUDGET REQUEST FOR 20_____ \$

*Please indicate if donations are ongoing or new

**Please attach a description of projects with a breakdown of costs. There may be other revenue sources (e.g. Political Action, Social Justice, etc.) to assist.

AREA COUNCIL APPENDICES



Appendix A

AREA COUNCIL ANNUAL REPORT COVER SHEET

AREA COUNCIL: _____

LOCATION: _____

Have you attached the following documentation?

- List of area council executive contact information (Appendix B)
- Minutes of all meetings
- Copies of bank statements for January through December
- Annual financial statement (Appendix C)
- Completed audit report (Appendix D)
- Budget request (Appendix E)

REVP OFFICE:

Date Received: _____ By: _____



Appendix B

AREA COUNCIL EXECUTIVE CONTACT INFORMATION

AREA COUNCIL: _____

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	

Position			
Name			
Mailing Address			
Email (not work)			
Phone (W)	(H)	(C)	



Appendix C

ANNUAL FINANCIAL STATEMENT

Area Council: _____
For the Period January 1, 20____ to December 31, 20____

Bank Balance, as of January 1, 20____ \$

REVENUE

National allocation \$

Other:

• _____ \$

• _____ \$

Total Revenue \$

EXPENSES

Meeting Expenses

• _____ \$

• _____ \$

Donations

• _____ \$

• _____ \$

Event/Project Expenses

• _____ \$

• _____ \$

Other

• _____ \$

• _____ \$

Total Expenses \$

TOTAL PROFIT (LOSS) \$

Less Outstanding Cheques

• _____ \$

• _____ \$

Bank Balance, as of December 31, 20____ \$



Appendix D

AREA COUNCIL AUDIT REPORT

AREA COUNCIL: _____

AUDITORS: _____ PSAC ID #: _____

_____ PSAC ID #: _____

AUDITOR CHECKLIST:

1. Have you received copies of (1) all meeting minutes for the year, (2) a current copy of the area council bylaws, (3) the cheque register and/or general ledger used by the area council, (4) the annual financial statement prepared by the treasurer, and (5) hard copy backup for all cheques issued, including cheque stubs?
 YES NO
2. Have you received copies of the bank statements, and have you verified that the opening balance on the financial statements matches the opening bank balance?
 YES NO
3. Are all cheques accounted for in the cheque register, including any voided cheques, stale-dated, and/or outstanding cheques? Are all voided cheques (original hardcopies) included with the financial documents you received?
 YES NO
4. Do all transactions listed on the bank statement have the required supporting documentation (e.g. original receipts, invoices, email correspondence, meeting minutes, etc.)?
 YES NO

Please note: All expenses over \$100 (unless otherwise specified in the terms of reference) must be approved in the meeting minutes. Approval can be by vote or by consensus. Any expenses exceeding \$100 that are not approved at an area council meeting must be noted by the auditors in the discrepancies area below.



1. Have you verified that there are no purchases of gift cards, gift certificates, pre-paid credit cards, alcohol/liquor or cannabis using Area Councils and/or Regional Committee funds?

YES NO

2. Have you verified the ending balance on the financial statement matches the ending balance on the bank statement?

YES NO

3. Have you reviewed the information provided and it is your conclusion that all funds have been properly accounted for and documented?

YES NO

Please note: Any irregularities that cannot be reconciled or appear as fraudulent must be reported to the REVP Office immediately.

For any areas where you indicated “no” in the checklist above, please describe discrepancies and details below. If there is insufficient space below, please attach additional sheet(s) as required.

Empty box for describing discrepancies and details.

Auditors: _____
Print Name

Signature

Print Name

Signature

Date Audit Completed: _____

REVP OFFICE USE:

Date Received: _____

By: _____



Appendix E
ANNUAL BUDGET REQUEST

Area Council: _____
For the Period January 1, 20_____ to December 31, 20_____

EXPENSES

Meeting Expenses

- _____ \$
- _____ \$

Donations*

- _____ \$
- _____ \$

Event/Project Expenses**

- _____ \$
- _____ \$

Other

- _____ \$
- _____ \$

Total Expenses \$

TOTAL PROJECTED EXPENSES \$

Bank Balance, as of December 31, 20_____ \$

TOTAL BUDGET REQUEST FOR 20_____ \$

*Please indicate if donations are ongoing or new

**Please attach a description of projects with a breakdown of costs. There may be other revenue sources (e.g. Political Action, Social Justice, etc.) to assist.