

Policy Manual



THE AGENCY FOR CO-OPERATIVE HOUSING
L'AGENCE DES COOPÉRATIVES D'HABITATION



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

Financial Accountability

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1.2.4 Director Compensation and Expenses,
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1.4.1: Signing Authority for Contracts,
3.3.1: Procurement, 3.3.2: Outsourcing

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1 Financial Accountability Chain

- 1.1 The Agency's financial accountability chain comprises four levels, as illustrated below:

| | |
|---------|--|
| Level 4 | Board of Directors |
| | Accounts to ↑ Oversees ↓ |
| Level 3 | Chief Executive Officer |
| | Account to ↑ Oversees ↓ |
| Level 2 | Division Directors; Manager, Finance |
| | Account to ↑ Oversee ↓ |
| Level 1 | Manager, Client Support; Manager, Technical Services; Manager, Rental Assistance Program |

- 1.2 Accountability is achieved through the assignment of responsibility for specific revenues and expenditures or groups of revenues and expenditures ("Revenue Centres" and "Expenditure Centres") to designated staff at appropriate levels in the organization.

- 1.3 Levels 2 and 3 (Division Directors; Manager, Finance Chief Executive Officer) in the accountability chain have responsibility for budgeting and controlling the revenue and expenditure centres assigned to them. Responsibility for certain discrete expenditure centres has been further delegated to Level 1. Level 4 (Board of Directors) performs an approval and oversight function. Each level in the organization accounts to the next higher level for how well it, and those reporting through it, have discharged their responsibility for controlling revenues and expenditures against approved budgets.
- 1.4 An example will illustrate how the accountability chain works. The Manager, Client Support is accountable to the Director, Operations for their department's financial performance. In turn, the Director is accountable to the Chief Executive Officer for the Operations division as a whole. The Chief Executive Officer is accountable to the Board of Directors for all revenues and expenditures of the organization.

2 Assignment of Financial Accountability

- 2.1 The chart in Appendix A: Assignment of Financial Accountability sets out existing Revenue and Expenditure Centres. The staff position listed next to each centre is directly accountable for the financial performance of that centre.
- 2.2 Revenue and Expenditure Centres normally correspond to the departments and sub-departments in the general ledger and include all accounts listed within those groups in the chart of accounts. In a few cases, as shown in Appendix A, a single general ledger account constitutes an expenditure centre.

3 Budgeting

- 3.1 The annual Agency budget consists of a budget for each of the operating and capital funds, indicating estimated revenues and expenses, inter-fund transfers, and the anticipated change in the balance of each fund and any reserves. The budget is the financial reflection of the operating plan developed by management in support of the board-approved Strategic Focus Areas. It respects the terms of the Agency's agreement with CMHC and any other government clients.
- 3.2 The budget is based on estimates prepared for each revenue and expenditure centre by the persons accountable for those centres, with the assistance of staff reporting to them and under the direction of the Manager, Finance. The budget is then approved by the Chief Executive Officer for submission to the Board. The Manager, Finance advises the persons accountable for each revenue or expenditure centre of any changes made to their estimates.
- 3.3 The budget is presented for approval to the Board of Directors at its last meeting each year.
- 3.4 Before adopting the budget, as provided above, the Board obtains the advice of the Finance and Audit Committee.
- 3.5 Once the Board has approved the budget, the staff is authorized to make expenditures in accordance with the provisions below.

4 Financial Commitments

- 4.1 Purchases and other financial commitments on behalf of the Agency may be authorized in advance to the limit of the approved budget in accordance with Appendix B: Authorization Required for Expenditures.
- 4.2 In the absence of the responsible director, the CEO may approve an expenditure on their behalf to avoid an undue delay in the procurement
- 4.3 In the absence of the CEO, the CEO's authority may be exercised by the division director appointed to act in the CEO's place.
- 4.4 For the purposes of paragraphs 4.2 and 4.3, "absence" means a period of absence of at least three consecutive business days.
- 4.5 Subject to paragraph 4.6, if the approved annual budget for a group of expenditure centres has been exceeded, or the proposed expenditure would cause it to be exceeded, the approval of the next higher level in the accountability chain is required.
- 4.6 The CEO may authorize spending in excess of the total approved operating or capital budget, provided any budgeted net income for the operating fund for the year is realized, or any budgeted net loss is not exceeded. Significant variances must be reported to the Board of Directors. This provision does not authorize the CEO either to incur expenditures or to make financial commitments where the approval of a higher authority is expressly required under Appendix "B."

5 Cash Disbursements

- 5.1 Payment of expenditures must be authorized and documented in accordance with Appendix "B."
- 5.2 In the absence of the responsible staff member, any of the following may authorize a disbursement on their behalf: the person appointed to act in the staff member's place; the Manager, Finance; or the CEO.
- 5.3 In the absence of the CEO, the CEO's authority may be exercised by the division director appointed to act in the CEO's place.
- 5.4 For the purposes of paragraphs 5.2 and 5.3, "absence" means a period of absence of at least three consecutive business days.
- 5.5 A copy of the documentation for any cash disbursement authorized under paragraph 5.2 or 5.3 will be provided to the absent manager or director or the CEO, as the case may be, upon that person's return.

6 Monitoring Budget Performance

- 6.1 To maintain the integrity of the Agency's financial reporting, all revenues and expenditures must be classified in the accounts according to their kind and nature and not according to budget availability.

- 6.2 Following the end of each month, general-ledger extracts for the Revenue and Expenditure Centres for which they are responsible, with the corresponding financial statements, are forwarded to each position shown on the Financial Accountability Chart. Each of these persons is to review these documents and advise the Manager, Finance of any errors.
- 6.3 At least three times during the year, at intervals established by the Manager, Finance, each position shown on the Financial Accountability Chart will conduct a detailed review of their spending and adjust their plans as necessary to ensure that the financial plan for the year is met.
- 6.4 The Manager, Finance submits the most recent financial statements available to each regular meeting of the Board of Directors. A report commenting on the Agency's current financial position and financial performance to date that year, accompanied by the complete, detailed financial statements, is provided to the Finance and Audit Committee at its meeting preceding the board meeting. The Committee discusses the statements with staff and advises the Board as it deems appropriate.
- 6.5 The Board has fiduciary responsibility for all Agency operations. It approves the annual audited financial statement and ensures that it is submitted to the Agency's sole member, the Co-operative Housing Federation of Canada.

APPENDIX A: ASSIGNMENT OF FINANCIAL ACCOUNTABILITY

Operating Fund

| Revenue / Expenditure Group | Revenue / Expenditure Centre | Responsible Position |
|--|--|--|
| Revenue | <ul style="list-style-type: none"> ▪ Technical Services ▪ All other revenue centres | <ul style="list-style-type: none"> ▪ Manager, Technical Services ▪ Manager, Finance |
| Operations | <ul style="list-style-type: none"> ▪ Support Centre ▪ Client Support Programs ▪ Technical Services ▪ Rental Assistance ▪ All accounts | <ul style="list-style-type: none"> ▪ Director, Operations ▪ Manager, Client Support ▪ Manager, Technical Services ▪ Manager, Rental Assistance Program ▪ Director, Information Services |
| Information Services | <ul style="list-style-type: none"> ▪ All accounts | <ul style="list-style-type: none"> ▪ Director, Corporate Services |
| Corporate Services: Communications | <ul style="list-style-type: none"> ▪ Audit, Financial Statements | <ul style="list-style-type: none"> ▪ Manager, Finance |
| Corporate Services: Governance | <ul style="list-style-type: none"> ▪ All other accounts ▪ Telecommunications | <ul style="list-style-type: none"> ▪ Director, Corporate Services ▪ Director, Information Services |
| Corporate Services: Overhead and Administration | <ul style="list-style-type: none"> ▪ All other facilities accounts ▪ Bookkeeping and Accounting ▪ Payroll Administration ▪ Bank Charges and Interest ▪ All other accounts | <ul style="list-style-type: none"> ▪ Director, Corporate Services ▪ Manager, Finance ▪ Manager, Finance ▪ Manager, Finance ▪ Director, Corporate Services |

Capital Fund

| Revenue/Expenditure Group | Revenue / Expenditure Centre | Responsible Position |
|---------------------------------|--|--|
| Capital Assets | <ul style="list-style-type: none"> ▪ Leasehold Improvements ▪ Furnishings ▪ General Office Equipment ▪ Electronic Data Processing Hardware | <ul style="list-style-type: none"> ▪ Director, Corporate Services ▪ Director, Corporate Services ▪ Director, Corporate Services ▪ Director, Information Services |
| Intangible Assets | <ul style="list-style-type: none"> ▪ All accounts | <ul style="list-style-type: none"> ▪ Director, Information Services |
| Revenue and Expenditures | <ul style="list-style-type: none"> ▪ All accounts | <ul style="list-style-type: none"> ▪ Manager, Finance |

APPENDIX B: AUTHORIZATION REQUIRED FOR EXPENDITURES

NOTE: Two signatures are required on the actual cheque, money order or request for electronic funds transfer, in addition to the authorization required below.

| Transaction | Authorization to Make Expenditure | Documentation and Authorization to Pay* |
|--|--|--|
| Purchases through credit cards | <ul style="list-style-type: none"> Purchases not exceeding \$1,000: no advance approval required Purchases over \$1,000: advance approval from manager required before payment made with card CEO purchases: no advance approval required | <ul style="list-style-type: none"> Supplier invoice, where available Email from manager, where expense is over \$1,000 |
| Transfers between bank/credit union accounts | <ul style="list-style-type: none"> Any two Agency bank signing officers | <ul style="list-style-type: none"> Transfer slip |
| Purchase/sale of term deposits (90 or fewer days, or 2/3 or less of the CMHC quarterly fee) | <ul style="list-style-type: none"> Manager, Finance | <ul style="list-style-type: none"> Certificate of deposit |
| Purchase/sale of term deposits (more than 90 days or more than 2/3 of the CMHC quarterly fee) | <ul style="list-style-type: none"> CEO | <ul style="list-style-type: none"> Certificate of deposit |
| Expense advances | <ul style="list-style-type: none"> Any one of CEO and division directors | <ul style="list-style-type: none"> Payment request |
| Prepaid expenses | <ul style="list-style-type: none"> Same as current expenses (below) | <ul style="list-style-type: none"> Same as current expenses (below) |
| GST/HST remittance | <ul style="list-style-type: none"> NA | <ul style="list-style-type: none"> Payment request signed by Manager, Finance or CEO |
| Employee salaries and benefits | <ul style="list-style-type: none"> As per Human Resources Policy | <ul style="list-style-type: none"> A payroll-change authorization is required whenever an employee is hired or terminated and whenever any change is made to an employee's salary or benefits, signed by the Manager, Finance or, for |

| Transaction | Authorization to Make Expenditure | Documentation and Authorization to Pay* |
|--|--|---|
| | | staff reporting to the Manager, Finance, the Director, Corporate Services or the CEO or, for the CEO, the President |
| Staff overtime/vacation payments | <ul style="list-style-type: none"> Authority to approve overtime: as per Human Resources Policy Authority to pay: Director, Corporate Services | <ul style="list-style-type: none"> Employee's time report |
| Personal services | <ul style="list-style-type: none"> Appropriate division director, manager or CEO | <ul style="list-style-type: none"> Invoice with reference to executed contract, letter of agreement or signed purchase order |
| Staff and volunteer travel expenses | <ul style="list-style-type: none"> No advance authorization required for expenditures made in accordance with policy | <ul style="list-style-type: none"> Expense statement signed by claimant, authorized by appropriate division director, manager or CEO and accompanied by receipts or other documentation as required by policy CEO's expense reports are approved via email by the President |
| Office lease | <ul style="list-style-type: none"> CEO or their designate, provided the lease does not extend beyond the current term of the Agency's agreement with CMHC; otherwise, the Board of Directors, through decision to lease space | <ul style="list-style-type: none"> Landlord's invoice or automatic payment authorization, signed by the Director, Corporate Services |
| Equipment leases | <ul style="list-style-type: none"> Director, Corporate Services | <ul style="list-style-type: none"> Supplier's invoice or automatic payment authorization, signed by the Director, Information Services |
| Stationery and office supplies | <ul style="list-style-type: none"> Senior Administrative Assistants | <ul style="list-style-type: none"> Invoice signed by Director, Corporate Services |
| Hardware and software purchases under \$500 | <ul style="list-style-type: none"> Specialist, Information | <ul style="list-style-type: none"> Invoice signed by Director, |

| Transaction | Authorization to Make Expenditure | Documentation and Authorization to Pay* |
|--|---|---|
| | Technology | Information Services |
| Postage and courier | <ul style="list-style-type: none"> No advance authorization required | <ul style="list-style-type: none"> Delivery receipts and invoice signed by department manager |
| Long-distance telephone, fax and data charges | <ul style="list-style-type: none"> No advance authorization required | <ul style="list-style-type: none"> Invoice signed by Director, Information Services |
| Audit fees | <ul style="list-style-type: none"> Member (through appointment of auditor) Finance and Audit Committee (through approval of audit plan) | <ul style="list-style-type: none"> Invoice signed by Manager, Finance |
| All other current expenses | <ul style="list-style-type: none"> Per financial Appendix A: Assignment of Accountability | <ul style="list-style-type: none"> Signed purchase order or contract, invoice and evidence of receipt of goods or services |

* where different from authorization required to make expenditure