

## **OPERATING POLICY Number 5**

### **Approval of Expenditure of Funds**

WHEREAS Paragraph 6.01 (d) (iii) of By-law No. 1 of Kehillat Beth Israel Congregation (the Corporation) provides for an Operating Policy respecting the approval of the expenditure of funds;

AND WHEREAS the Board of Directors of the Corporation (the Board) wishes to establish such a policy;

NOW THEREFORE BE IT ESTABLISHED as an Operating Policy of the Corporation as follows:

1. Salary and terms and conditions of employment for all office, administrative, and maintenance staff shall be established by the Executive Director subject to the approval of the Personnel Committee;
2. Salary and terms and conditions of employment for all religious staff and clergy shall be established and approved by the Personnel Committee;
3. The Bookkeeper shall review all payroll amounts approved by the Executive Director and the Board and shall ensure that the payroll amounts have been properly recorded in the Corporation's books;
4. The Executive Director shall ensure that all remittances for income tax, Canada Pension Plan, and Employment Insurance deducted from employees salaries and the employer's contributions, if any, are kept up to date;
5. Payroll shall be processed bi – weekly by Ceridian or some other payroll processing entity approved by the Board;
6. Prior to any payment being made, the Executive Director shall certify that:
  - i) the goods have been received or the services have been rendered;
  - ii) the amount is calculated in accordance with the contract; and
  - iii) the amount is now owing;
7. Expenditures of up to \$500.00 may be made or committed by office or administrative staff with delegated authority from the Executive Director;
8. No expenditure exceeding \$500.00 shall be made or committed without the prior approval of the Executive Director,
9. No expenditure exceeding \$2500.00 shall be made or committed without the prior approval of either the Treasurer, the Finance Committee, or the Board;
10. Staff shall prepare a cheque for payment and present it together with the certification referred to in Paragraph 6 above, to the Executive Director who shall approve all cheques except a cheque made out to the Executive Director (in which case two of the other designated signing Officers must approve);
11. All cheques require signatures of any two of the three Offices designated by the Finance Committee as cheque signatories;
12. All cheques shall be numbered;

13. Cheques shall not be pre – signed;
14. There shall be no credit cards in the name of the Corporation without the approval of the Treasurer;
15. Monthly Bank reconciliations shall be prepared by staff using the reconciliation process that is currently in use;
16. Monthly bank reconciliations shall be approved by the Executive Director;
17. The Executive Director shall report all revenue and expenditures of the Corporation, and bank reconciliations to the Treasurer on a monthly basis;
18. The Treasurer shall verify the monthly bank reconciliations as approved by the Executive Director;
19. The Treasurer shall report all revenue and expenditures of the Corporation to the Board on a monthly basis; and
20. In this Operating Policy, any action that is required to be taken by the Executive Director, may, in the absence of the Executive Director, be taken by the person designated by the Board from time to time to administer the functions of an executive director on behalf of the Corporation.

This Operating Policy shall take effect when enacted by Resolution of the Board. This Operating Policy may be amended by Resolution of the Board and shall remain in effect until repealed by Resolution of the Board.

CERTIFIED to be a true copy of Operating Policy Number 5 passed by Resolution of the Board of Directors of Kehillat Beth Israel Congregation at a meeting of the Board held on the 25th day of May 2017.

---

Secretary