PSAC · Ontario
Public Service Alliance of Canada

AREA COUNCIL AND COMMITTEE FUNDING & REPORTINGPROCEDURES



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ONTARIO REGION AREA COUNCIL AND COMMITTEES

Any PSAC Ontario member in good standing may participate in an Area Council or Equity Committee within the Ontario Region. Members who identify as belonging to an equity-seeking group, as well as young workers aged 35 or younger, may participate in the relevant PSAC equity and human rights committees or Young Workers Committee.

Members in good standing may participate in a PSAC Area Council serving their area, however they can only participate in one Area Council.

Consistent practices for the operation and reporting of Area Councils and committees are essential to ensuring efficiency, transparency and accountability for the funds they received from PSAC. This guide establishes a consistent approach to support these objectives.

FUNDING

Area Councils and Committees receive funds from two primary sources: PSAC Ontario Region, as provided for in the budget approved at the PSAC Ontario Regional Triennial Convention and PSAC National, as provided for in the budget approved by delegates to the PSAC National Triennial Convention.

***For the purpose of these procedures and accompanying documents, the term "Committee" refers to <u>all</u> PSAC Ontario Equity Committees and Young Worker Committees.**

YEAR-END REPORTING

At the end of each calendar year, each Area Council and Committee is required to submit documentation to the REVP's office to maintain their accreditation. In order to be considered in good standing and to receive funding, 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 Excel template provided)
- Copies of each monthly bank statement for January through December
- Minutes of each meeting held for the calendar year. (To be considered a committee in good standing, committees must hold a minimum of four meetings per year, as per Section 15, Sub-Section (4) of the *PSAC Constitution*.)
- Completed audit report form (using the template in Appendix C)
- Budget for new year (using the Excel template provided)

Prior to submitting the information to the REVP's office, the Area Council or Committee must have their financial records audited by members.

All submissions must be received by the REVP's office **no later than March 15** of each calendar year. Any Area Councils and Committees who do not submit all the information prior to the deadline will not receive any funding for the calendar year.

Area Councils or 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 each year, after the treasurer has completed the annual financial statement, the financial records must be audited by a minimum of two members. To ensure transparency, the audit should be conducted by Area Council or Committee members who are not a part of the executive.

Documents required before starting the audit:

- Bylaws (mandatory for Area Councils)
- Terms of Reference (mandatory for Committees)
- Original Bank Statements
- Original Cheque Register/Stubs
- Copies of all meeting minutes
- 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 Bylaws or 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 committee meeting must be noted on the audit report.

4. Ensure the Year-end balance on the financial statement matches the ending balance on the bank statement December 31st of that year.

5. **Any irregularities that cannot be reconciled or appear fraudulent must be reported to the REVP's office immediately.**

6. Once the audit has been finalized, the auditors should complete the audit report form (Appendix C) and return the form and records to the committee treasurer.

Appendix A

AREA COUNCIL / COMMITTEE ANNUAL REPORT COVER SHEET

NAME: ABC Committee

LOCATION: GTA

Have you attached the following documentation?

- ❑ List of committee executive contact information (Appendix B)
- ❑ Minutes of all meetings
- ❑ Copies of bank statements for January through December
- ❑ Completed audit report (Appendix C)
- ❑ Annual financial statement (using the Excel template provided)
- ❑ Budget request (using the Excel template provided)

DATE SUBMITTED TO REVP's OFFICE: _____

REVP OFFICE:

Date Received: _____

Appendix B

AREA COUNCIL / COMMITTEE EXECUTIVE CONTACT INFORMATION

NAME: ABC COMMITTEE

Position	Chair
Name	Boots Brown
Mailing Address	111 Nonstop Bridge, Brampton ON
Email (not work)	brown@gmail.com
Phone (H)	(C)

Position	Vice-Chair
Name	
Mailing Address	
Email (not work)	
Phone (H)	(C)

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

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

Appendix C

AREA COUNCIL / COMMITTEE AUDIT REPORT

NAME: ABC Committee

AUDITORS: Jennifer Cat

Bryan Tub

We have reviewed the information provided and it is our conclusion that all funds have been properly accounted for and documented.

☐ YES ☐ NO

If No, please describe discrepancies below

Auditors: _____ _____
Print Name Signature

_____ _____
Print Name Signature

Date Audit Completed: _____

REVP Office

Date Received: _____