ALBERTA CRICKET ASSOCIATION

Financial Control Policy

1- General

1.1: Signing authority: The following officers of the corporation have signing authority:

- The Treasurer;
- The President
- The Vice President

1.2: Cheques: Cheques cannot be pre-signed (i.e., signing of blank cheque cannot occur)

1.3: Accounts: Alberta Cricket Association shall maintain two types of accounts, General account, and Casino account.

1.4: General Account:

- This account is to be used to make e-transfers and Issue Cheques to individuals and Vendors for services provided such as players, coaches, umpires, and individual expense claims and ACA vendors.

- President, Vice president and treasurer shall have the signing authority of the disbursements related to the league. If president is not available Vice president can sign after the approval of President. All wire transfers for payments shall be made from this account.

- All financial controls apply.

- Withdrawals from the bank shall require at least 2 signatures and treasurer must be one of the signatories on all disbursements.

- In case of reimbursement issued to one of the signatories, cheque must be sign by other two signatories.

1.5: Casino Account:

- Casino Account must be use for Casino related payments.
- Umpiring and Scorer payments can be made via Casino Account.
- All other payments from Casino account must be approved from AGLC or Board of Directors.

2- Audit:

- The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant and counter-signed by any two (2) Executives of the Association.

3- Payment

- No cheque should be written to cash
- Payment of invoices must contain two signatures (the Treasurer and the President or the Vice-President) and, must be approved by the Treasurer and the President.

4- Vendors

- Wherever possible Alberta Cricket Association will hold accounts with vendors, and purchases made through a purchase order.
- Payments to vendors should be made via cheque or direct deposit/ electronic transfer.

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