

Transition Sooke - Financial Procedures Policy (Approved by Active Members December 14, 2022)

Financial requests

Financial requests can be made of Transition Sooke by any Active Member. This includes an Active Member making a funding request on behalf of another individual or organization. All requests must be consistent with the constitution of Transition Sooke.

Preparation

Prior to coming to a Transition Sooke meeting to request funds over \$200, Active Members need to notify the Active Members email list at least one week in advance of the general meeting with the following:

- What the funds are for
- When they are required
- Whether they will be needed in a lump sum or incrementally
- If the funds are for another individual or organization, there would need to be additional information demonstrating how that individual or organization aligns with Transition Sooke's constitution

In some cases, funding requests without advance notice could be considered at Regular Monthly Meetings

Decision-making body

All financial requests of Transition Sooke are presented to Regular Monthly Meetings. All Active Members can vote on financial motions. The treasurer will confirm that there are sufficient funds to satisfy the request.

If funds up to \$200 need to be secured rapidly in between Regular Monthly Meetings, the voting by Active Members could occur online as per transition Sooke's Decision-Making policy.

Receipts

Original receipts are recommended to support all funding requests of Transition Sooke. It is the responsibility of the person receiving money from Transition Sooke to keep receipts if they are required at a later date.

Acknowledgement

If funding is being provided to another individual or organization, Active Members may want to stipulate that some acknowledgement of the funding should be made. That acknowledgement could be made with such things as the placement of Transition Sooke's logo on the organization's website, social media, signage and other communications.

Reporting

All groups and individuals receiving funding from Transition Sooke need to submit a brief written report to Transition Sooke on completion of the project. The report should include a budget accounting for how the funds were spent. The Treasurer will make members aware of the report at the Regular Monthly Meeting.