



NSMHPCN Finance Policies Table of Contents

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BANK ACCOUNTS	
Type of Policy: Finance	Number: F-01
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble:

NSMHPCN strives to maintain an appropriate number of accounts required to manage the day to day operations of the agency.

Policy:

Annually or upon request by the Executive Director or designate, the Finance Committee will review the number and type of bank accounts held by NSMHPCN and make recommendations to the Board of Directors with respect to the opening or closing of bank accounts.

The Board of Directors has the authorization to open or close bank accounts.

Procedure:

The Executive Director or designate will ensure that a review of the number, purpose and types of bank accounts held by the agency is included as part of a Finance Committee meeting annually.

Any request to open or close a bank account will be brought to the attention of the Finance Committee by the Executive Director or designate with a full briefing on the reason for the request and the costs or savings associated with the change.

The Finance Committee will recommend to the Board of Directors any changes to the number or type of bank accounts held by the agency.

The Finance Committee will provide an annual update to the Board of Directors about the number and type of bank accounts held by NSMHPCN.

Related Policies/References:

- Finance Policy F-08: Signing Authority & Expenditure

BUDGET PREPARATION AND REVIEW	
Type of Policy: Finance	Number: F-02
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
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Preamble:

A clear operating budget and regular budget to actual comparisons allows for accurate forecasting of year end position and facilitates decision making by staff, managers and the Board of Directors regarding expenditures.

Policy:

Annually, the Board of Directors will approve an operating budget prior to the first day of the fiscal year. The Board of Directors will review quarterly financial and statistical statements comparing actual expenditures to budget. Results of Q2, Q3 and Q4 statements will be used to complete the quarterly reporting to the LHIN and will be reported to the full board.

Procedure:

The Executive Director or designate will consult with staff regarding departmental financial needs for the coming year in October/November of each year.

The Executive Director or designate develops a preliminary annual operating budget based on department input and strategic priorities for presentation to Finance Committee in January each year.

The Finance Committee will review the budget for clarity, appropriate explanations of variances and realistic projections. The Finance Committee may recommend the budget for approval by the Board of Directors or request changes be made prior to presentation.

The board of directors will ensure that the budget provides sufficient funds for organizational strategic priorities including Board development activities.

The Executive Director or designate will forward the approved budget no later than April 15 of the new fiscal year, to the Bookkeeper for inclusion in financial reports.

The Finance Committee will review department variance explanations and forecasts and approve a revised forecast quarterly.

The Finance Committee will recommend the level of detail that should be provided to the Board of Directors based on the variances and forecasts provided by each department. At a minimum, the Board of Directors will review and approve quarterly financial statements that will explain all variances of more than 10% and will forecast any changes to year end position.

Related Policies/References:

- Finance Policy F-10: Year End Procedure
- Finance Policy F-08: Signing Authority & Expenditures

INVESTMENT POLICY	
Type of Policy: Finance	Number: F-03
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble:

NSMHPCN will attempt to realize investment income in a manner that protects the capital investment.

Policy:

The Executive Director or designate and the Finance Committee will set the minimum balance required in the NSMHPCN operating Account and annually. Surplus funds are to be invested in CDIC insured and interest bearing vehicles while ensuring the funds needed for operations remain.

Procedure:

The Executive Director or designate and Finance Committee will develop an investment plan.

The Executive Director or designate will report to the Board of Directors annually on the investment strategy selected.

Related Policies/References:

- Finance Policy F-02: Budget Preparation and Review

FINANCIAL REPORTING	
Type of Policy: Finance	Number: F-04
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble:

Clear, accurate and timely financial reporting is necessary to ensure

- The continuation of base funding.
- Good standing with one-time granting bodies.
- Finances are being appropriately and accurately administered.

Policy:

The Executive Director or designate is responsible for financial reporting. Financial reporting including but not limited to:

- Annual audit
- LHIN reporting
- Canada Revenue Agency reporting

Procedure:

The BDO general accountant provides monthly financial reports in the format used by the funding bodies and in the format preferred by the Board of Directors for decision making.

Reports for the North Simcoe Muskoka Local Health Integration Network are completed within 30 days of the last day of the second, third and fourth quarter, as required by the MSAA, are prepared by the Executive Director or designate with input from the BDO general accountant through a reporting template provided by the LHIN such as the Self Reporting Initiative (SRI).

An Annual Reconciliation Report is prepared at the time of Audit, provided by the bookkeeper and approved by the Auditors, for submission to the North Simcoe Muskoka Local Health Integration Network.

The Auditor completes and submits the reporting requirements of the Canada Revenue Agency.

Reports for other granting bodies are completed by the Executive Director or designate in whatever format is specified by the granting body.

Annually, at year end, the Executive Director or designate will provide the Finance Committee with a list of all grants received during the year, the reporting requirements and the dates when these requirements were fulfilled.

Related Policies/References:

- Finance Policy F-10: Year End Procedure
- Finance Policy F-08: Signing Authority & Expenditures

GENERAL FINANCIAL PROCEDURES

Type of Policy: Finance	Number: F-05
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble:

Documenting the financial Procedures followed by NSMHPCN ensures consistency in accounting and allows the Auditors of the Corporation to assure themselves that appropriate checks and balances are in place to protect the financial integrity of the organization.

Policy:

NSMHPCN will maintain a System Description outlining the manner in which the agency conducts its financial transactions.

NSMHPCN will follow the procedures laid out in the System Description.

The System Description will include identification of key controls that are used to prevent agency fraud.

Annually, the Finance Committee will review the System Description and, if advisable, make recommendations regarding changes to the Procedures.

Procedure:

The Executive Director or designate will ensure the NSMHPCN has and follows the System Description.

Agency staff and BDO staff will follow the Procedures laid out in the System Description.

Annually, the agency administrative team will identify and report to the Finance Committee any changes or deviations to the System Description and/or any challenges NSMHPCN faces in following the procedures.

Annually, the Finance Committee will review the System Description and recommend any changes. The Finance Committee will approve any material changes made to the System Description.

Related Policies/References:

- Finance Policy F-08: Signing Authority & Expenditures

PROCUREMENTS OF GOODS AND SERVICES	
Type of Policy: Finance	Number: F-06
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
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Preamble:

To ensure compliance with funder requirements and to maximize the value it receives, NSMHPCN will follow a pre-established procurement process.

Policy:

The Executive Director or designate will provide the Board of Directors with a Capital Equipment Request List as part of the budget development process each year.

NSMHPCN will issue a Request for Quotation or Request for Proposal (RFQ/RFP) for all purchases of \$25,000 or more (Reference: M-SAA)

NSMHPCN will obtain at least three quotes for all purchases of \$10,000 or more. (Reference Community Financial Policy)

NSMHPCN may select the vendor offering the best value, service and references; NSMHPCN is not obligated to use the lowest priced vendor after issuing an RFQ/RFP.

Consistent with M-SAA, NSMHPCN will obtain from the LHIN or from the MOHLTC in writing for any unbudgeted capital expenditure of \$5,000 or more.

NSMHPCN will ensure that any potential conflict of interest is noted and mitigated in procuring goods and services.

Procedure:

Capital Equipment Request List:

A Capital Equipment Request List will be developed by the Executive Director or designate and be presented to the Board for approval during the budget process. Equipment not purchased by fiscal year end must be re-requested in the subsequent year.

Midyear equipment substitutions against the Approved List must be approved by the Board Chair. Approved items that increase in cost before purchased by >10% require approval of the Chair. The master list will be modified by the Executive Director or designate to ensure a year end balanced position.

Contingency or emergency capital items will require approval of the Board Chair.

Request for Quotation/ Request for Proposal

RFP/RFQ's may be issued for purchases of any amount, but are required to be issued for purchases of \$25K or more (Reference: MSAA).

An RFP/RFQ may be published, or it may be issued individually to vendors in writing.

In all cases, the specifications of the desired item will be clearly documented and each vendor must be provided with an identical list of specifications.

Should a vendor voluntarily change the specifications he/she is quoting on, NSMHPCN may (but is not obligated to) have other vendors quote on the changed specifications.

NSMHPCN may request additional information and references from potential vendors.

NSMHPCN will select the vendor that it believes offers the best value. In any case, The Board of Directors of NSMHPCN will note the rationale for making a decision.

All quotations must be received in writing.

Purchases of \$100K or more

The Executive Director or designate will notify the LHIN of all purchases greater than \$100K in writing and providing the relevant Board Resolution.

Conflict of Interest

The Executive Director or designate and all Board members will identify potential conflicts of interest in all purchasing situations regardless of the value of the purchase.

All potential conflicts of interest will be identified.

Anyone with a conflict of interest must leave the room anytime there is discussion about the purchase.

They may not be present for discussions or decision making, and must not discuss the discussion or decision with any person(s) present.

Definitions

Capital Equipment - equipment that has a cost of more than \$3,000 and has a life expectancy of greater than one year.

Conflict of Interest – “a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as, say, a public official, an employee, or a professional.” (Source: Chris MacDonald, Michael McDonald, and Wayne Norman, “Charitable Conflicts of Interest”, *Journal of Business Ethics* 39:1-2, 67-74, August 2002. (p.68))

Related Policies/References:

- Finance Policy F-05: General Financial Procedures

CAPITAL ASSET PURCHASE AND DISPOSITION	
Type of Policy: Finance	Number: F-07
Reviewed by: Finance Committee	Approved by: Board of Directors
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Preamble:

NSMHPCN follows prudent business practices in the purchase, maintenance and disposition of its capital assets

Policy:

NSMHPCN will capitalize for accounting purposes all capital assets purchased for an amount of over \$3,000 exclusive of tax expense and have a useful life of more than one year.

NSMHPCN will adhere to all terms and conditions of its funding agreements related to the purchase and disposition of capital assets.

No employee, officer, director or volunteer of NSMHPCN will be given preference in the purchase or disposition of its capital assets.

Procedure:

A. Purchase of Capital Assets

Capital Assets will be purchased in accordance with the **Procurement Policy**.

A Capital Assets Inventory will be maintained and include the following information:

- Name of the asset
- Expected useful life
- Description
- Amortization method
- Cost
- Warranty period
- Source of funds for the purchase
- Maintenance requirements
- Date purchased

A Capital Assets Inventory shall include the maintenance of a separate file for each asset purchased containing a copy of the purchase and disposal documentation.

The Executive Director or designate will provide the Board of Directors with a Capital Asset Request list as part of the annual budget process. Approved Capital Assets not purchased by fiscal year end must be resubmitted for Approval in the following year.

Mid-year capital asset substitutions against the Approved List must be approved by the Board Chair. Approved items that increase in cost before purchased by >10% shall require approval by the Chair. Contingency or emergency capital purchases will require approval of the Board Chair.

Three quotations for all capital purchases of \$10,000 or more shall be obtained. Any exception shall be documented by the ED or designate in writing and approved by the Board Chair in accordance with MOHLTC

A request for Quotation or Request for Proposal (RFQ/RFP) shall be obtained for all capital purchases of \$25,000 or more. NSMHPCN may select the vendor offering the best value, service and references and is not obligated to use the lowest priced vendor. (In accordance with MSAA)

Consistent with the MSAA Funding Agreement, NSMHPCN shall seek approval from the LHIN or MOHLTC for any capital purchase in an amount of \$100K or more. Upon consent, the Board of Directors shall authorize such expenditure by Resolution.

B. Disposal of Capital Assets

When a Capital Asset is no longer useful, it will be disposed of in a manner that is beneficial to NSMHPCN. Disposal includes the sale, trade-in, recycling, donation or any other method, which removes the asset from the control of NSMHPCN.

Items with a purchase value of less than \$5,000

The Executive Director or designate will determine the justification and method of disposal that is most beneficial to NSMHPCN.

Items with a purchase value of \$5,000 and less than \$25,000

The Executive Director or designate will determine the justification for disposal. The Executive Director or designate will report to the Board on the need for disposition of the item. The Board of Directors shall determine the method of disposition that is most beneficial to NSMHPCN.

Items with a purchase value of \$25,000 and more

The Executive Director or designate will determine the justification for disposal

The Executive Director or designate will report to the Board on the need for disposition of the item. In accordance with the terms of the MSAA Funding agreement, the Executive Director or designate shall notify the LHIN of the intention to dispose of an item and request consent in writing with recommended disposal method.

Related Policies/References:

- Finance Policy F-05: General Financial Procedures

SIGNING AUTHORITY & EXPENDITURES

Type of Policy: Finance	Number: F-08
Reviewed by: Finance Committee	Approved by: Board of Directors
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Preamble:

This Policy: outlines the signing authorities required to bind the organization.

Policy:

Authorized Signing Authorities- The Executive Director or designate, Board Chair, Vice-Chair, and Secretary/Treasurer are the authorized signing authorities of NSMHPCN. The Executive Director or designate may authorize expenditures of \$5,000 or less and those that have been approved as part of the operating budget.

Cheques and banking- NSMHPCN pays all bills by EFT or by on line banking. In the event a cheque is required, the cheque will be produced and signed manually. Under no circumstances will the Network issue cheques using electronic signatures.

Procedure:

- *Operating account:* Cheques will not be drawn on the main operating account. Payments from the General operating account will be made through Electronic Fund Transfers or on line bill Payment. The Executive Director or designate will authorize the payment of all accounts. In the event that the account exceeds the ED or designates authority (\$5,000 exclusive of HST) a second signing authority's written authorization (email is acceptable) is required to authorize payment.
- *Bingo and Nevada –* NSMHPCN will maintain separate bank accounts for Bingo and Nevada funds. Funds will be drawn from this account by cheque. The board will, from time to time, by resolution, authorize staff level signing authorities for the Bingo and Nevada bank accounts.
- *Contracts (excluding employment contracts) -* A contract is a written agreement including a Memorandum of Understanding between two parties that will result in a legal obligation. The Executive Director or designate may authorize a contract with a value of less than \$10,000 and a time commitment of less than 5 years. Any two signing authorities may authorize contracts with a value of \$10,000 or more and/or a time commitment of 5 or more years.
- *Employment Contracts-* An employment contract with the Executive Director or designate must be authorized by the Board Chair. All employee and physician contracts may be authorized by the Executive Director or designate.
- *Funding Contracts-* The Executive Director or designate is authorized to sign funding contracts with the LHIN and other funders.
- *Lease -* The Executive Director or designate may authorize any lease that falls within the approved operating budget. The Board of Directors will authorize any lease with a total value exceeding the approved operating budget.

Key Controls:

The Board of Directors must approve any large expenditure outside of the operating budget as an accountability measure for the Executive Director or designate.

HST	
Type of Policy: Finance	Number: F-09
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
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Preamble:

NSMHPCN receives rebates for HST.

Policy:

HST will be appropriately recorded by BDO. HST Rebates will be applied for annually.

Procedure:

The Bookkeeping will be done in such a manner as to facilitate the recovery of taxes.

The BDO general accountant applies for HST Rebates annually.

HST Rebate dollars are allocated as an expense recovery.

YEAR-END PROCEDURE	
Type of Policy: Finance	Number: F-10
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
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Preamble:

A clear understanding of the year end procedure ensures that all reporting is completed appropriately and in a timely manner.

Policy:

Annually the NSMHPCN will have a financial audit.

The NSMHPCN will maintain financial records for 7 years

The NSMHPCN will annually:

- File a charitable return
- File an Annual Reconciliation Report with the NSM LHIN and Ministry of Health
- Complete the LHIN year-end CAT tool
- File a Trial Balance with the LHIN

Procedure:

The auditor will work with the general accountant to complete the audit.

The auditor will attend a meeting of the Finance and Audit Committee to review the audited statements and discuss any revisions.

The Finance and Audit Committee:

- Recommends acceptance of draft Financial Statements and accompanying notes to the Board of Directors
- Reviews and approves final trial balance and adjusting journal entries

General Accountant:

- Prepares an Audit Binder including reconciliation for all balance sheet accounts:
 - March Financial Statements
 - Yearend cash and investment reconciliation
 - Account receivable details
 - HST rebate summary
 - Prepaid expense summary and detail
 - Accounts payable general
 - Accounts payable payroll

- Reconciliation of Accrued Liabilities
 - Reconciliation of Deferred Revenues
 - Details of Property, Plant and Equipment
 - Prepares Financial Statements
 - Any other schedules required by auditors
- Provides the auditor, the NSMHPCN, Executive Director and the NSMHPCN Secretary/Treasurer with detailed and summary GL
 - Prepares the ARR for the Auditors and files the ARR with the LHIN after approval by the NSMHPCN Board of Directors
 - Prepares and uploads the CAT tool in consultation with the NSMHPCN Executive Director
 - Prepares financial statements

The Auditor:

- Reviews the financial statements and recommends adjustments
- Signs off on the ARR
- Prepares and files the Annual Charity Return
- Provides a final trial balance showing adjustments for approval by the finance committee

NSMHPCN Staff:

- Mail ARR financial statements and Audit opinion to the LHIN and to the Ministry of Health
- Compile all financial records and board meeting minutes for NSMHPCN for the year and provide to the auditor
- File the previous year's financial records for 7 years
- Destroy records that are 8 years old
- File the NSMHPCN minute books with the lawyer
- ED to sign off on annual charitable return
- Secretary/Treasurer and Chair will off on sign financial statements and final audit

The NSMHPCN Finance Committee

- Meets with auditors to review audited statements and make recommendations regarding any changes to the presentation or groupings of the financial statements
- Supports the NSMHPCN Board of Directors in understanding the audited statements and the implications of these statements.

The NSMHPCN Board of Directors:

- Approves the audited financial statements
- Approve the ARR
- Reviews and approves the information contained in the CAT tool

Director of Operations:

- Ensures minute books are updated annually

Related Policies/References:

- Finance Policy F-05: General Financial Procedures

EFT'S	
Type of Policy: Finance	Number: F-11
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
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Preamble:

This Policy outlines the creation and release of funds for Payroll and Accounts Payable and is in place to ensure accountability and security of NSMHPCN funds.

Policy:

EFT's must always be a two-step process. The EFT must be created by BDO and released by Network staff.

Records of EFT transactions must be kept on file at the Network office in paper format.

Procedure:

Expenses

Expenses and mileage are approved weekly.

Staff will submit all expenses to the Administrative Assistant.

The ED or designate approves all staff expenses and mileage, the Vice-Chair approves the ED or designates expenses and mileage. The Administrative Assistant submits approved expenses and mileage to BDO to be paid as part of accounts payable.

Expenses above \$5,000 will be approved by the Treasurer/Secretary or alternate as per policy F-09.

Payroll

The ED or designate approves all wage and benefit hours on a bi-weekly basis and sends a spreadsheet to BDO for inclusion.

BDO uses their own internal system to create payroll statements and to adjust benefit banks.

BDO sends the payroll statements to the ED or designate for review. The ED or designate audits the payroll and reviews all statements to ensure accuracy and correct any errors. BDO creates an EFT file according the payroll statements and notifies the ED or designate of its creation.

The Administrative Assistant then reviews the EFT and releases it if the amount matches the approved statements.

Accounts Payable

Weekly, the NSMHPCN Administrative Assistant gathers all Accounts Payable statements, identifies the appropriate functional centre for each item, and prepares a summary of all items to be paid, totaling the Accounts Payable for the period.

The Executive Director or designate approves the Accounts Payable Statements by initialing each statement. Statements are sent to BDO for processing.

BDO sends the Network a Register Report itemizing all payments to be made.

The AA verifies the payees and amounts, corrects any errors, approves the Register Report, and sends it back to BDO.

BDO creates an EFT file according the Register Report and notifies the AA of its creation.

The AA then reviews the EFT and releases it if the amount matches the approved Register Report.

Note: All Ed or designate and Administrative Assistant functions are interchangeable in the case of one person's absence.

Key Controls:

Authority to create an EFT file and release an EFT file will not be held by the same employee or person, in order to reduce the risk of funds being transferred without the knowledge or approval of the Executive Director or designate.

Related Policies/References:

- Finance Policy F-14: Banking Authority

BANK TOKEN POLICY	
Type of Policy: Finance	Number: F-12
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: October 28, 2019	

Preamble:

A bank token is a device assigned to a unique user which generates an authentication code at fixed intervals (usually 60 seconds). Bank tokens are in place to increase security and protection of online bank users. It ensures only those assigned with a bank token can have access to banking functions.

Policy:

Bank tokens will be assigned to anyone with the authority to move money through online banking ex; wire payment approvals, EFT payment approvals, online payment approvals.

Bank tokens will not be shared. Anyone giving a third party access to their bank token will be liable for any activity performed by the third party.

Bank tokens will be kept in a secure and/or locked location.

Bank tokens will be returned to BMO upon request of the ED or designate or when an employment relationship has ended.

Procedure:

The ED or designate will request a bank token be assigned to an employee that has the authority to move money through online banking.

Bank token charges will be absorbed by the Network as bank fees.

Tokens will be disabled online by the account administrator if a token is lost or misplaced.

Bank Tokens will be returned by request to the employee and dropped off in-person at the nearest BMO branch.

If a bank token is not returned to the Network when an employee is terminated, the token will be disabled by the account administrator.

Annually, the Executive Director or designate will report on the location of each bank token and identify the changes to the ownership of the bank token since the last year including the cancellation of any tokens which are missing.

Related Policies/References:

- Finance Policy F-14: Banking Authority

Key Controls:

Bank tokens prevent unauthorized people from completing sensitive banking transactions and controls who is granted authority for sensitive banking transactions.

CREDIT CARDS	
Type of Policy: Finance	Number: F-13
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble

The purpose of this policy is to govern employee use of NSMHPCN Corporate credit cards for approved business expenditures.

Policy

Corporate credit card purchases should be conducted solely by the card holder.

Credit card limits shall be decided on an individual basis by the Finance Committee and reviewed annually.

All invoices must be paid by EFT, unless where not possible a credit card can be used.

Procedure

Credit card purchases should be reconciled and payments made monthly.

Requests for credit cards will be recommended by the Finance Committee to the Board of Directors. A corporate resolution is required to issue a credit card on behalf of the corporation.

The ED or designate may make office expenditures within agency operating budget with her own discretion.

The ED or designate will require the receipts for all credit card purchases to authorize payment of credit card accounts.

Credit card payments are made on a monthly basis on or before the due date by the AA.

Related Policies/References:

- Finance Policy F-14: Banking Authority

Key Controls:

Credit card limits control the risk involved with loss due to abuse of corporate credit cards.

Limiting the amount of staff who hold a credit card also limits the need for multiple expense approvals and account reconciliations.

BANKING AUTHORITY	
Type of Policy: Finance	Number: F-14
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble

This policy outlines the authorities and responsibilities for the organization’s banking.

Policy

The ED or designate is the Online Banking Administrator for the Network. Any changes in administrative authority on bank accounts must be approved by the ED or designate or Finance Committee.

A single employee may not hold the authority to add payees and make online bill payments. All persons with authority to make changes to accounts or pay bills online will be assigned a bank token.

Bank tokens shall not be shared with other staff members.

Procedure

The ED or designate will notify the Cash Management Specialist with any change to the Online Banking Administrator’s authorization level and confirm that the level of authorization does not expose the Network to increased risk.

The Online Banking Administrator will check the account balances online on a daily basis
The AA will maintain records regarding all banking transactions.

Related Policies/References:

- Finance Policy F-12: Bank Token Policy

Key Controls:

The authority to add payees and make online bill payments will never be held by the same person as to avoid the possibility of an employee taking advantage of the banking system and creating a payee and making a payment for non-Network related expenses.

PAYROLL	
Type of Policy: Finance	Number: F-15
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
Revision Date: January 17, 2019	

Preamble

This policy outlines the payroll processes used by the Organization and outlines the responsibilities of staff and supervisors in the process.

Policy

NSMHPCN will pay staff on a regular biweekly schedule.

All staff are responsible for verifying their pay statements for accuracy and notifying the Ed or designate if any errors are found; in the event that an error is made in processing benefit payment amounts, the correction will be made as soon as the error is discovered. Employees will be required to pay the full amount owing or will be reimbursed any overpayment.

Statutory Deductions shall be made from payroll on a bi-weekly or monthly basis.

Employees must be notified prior to any changes in deductions from payroll.

Procedure

1. The Ed or designate shall notify BDO of the addition of staff and/or terminations, changes to hourly pay or benefit changes (See appendix A and B for employee change form and new hire form)
2. Staff members are required to request all changes to payroll (sick time, vacation time) through the ED or designate.
3. The ED or designate will collect timesheets for part-time employees who do not have regularly scheduled hours of work and enter into the bi-weekly payroll spreadsheet
4. BDO will produce pay statements and a payroll summary for NSMHPCN.
5. The ED or designate will review the pay statements, ensuring that all staff are receiving pay, that the pay amounts are appropriate, that all statutory deductions are withheld appropriately, that all leaves have been appropriately recorded and that all expenses have been reimbursed.
6. The ED or designate will approve the payroll.
7. BDO will produce the EFT file for payroll.
8. The ED or designate will release the EFT payment.
9. The ED or designate will manage benefit administration and ensure accuracy of benefit deductions on pay statements and update staff and BDO of benefit changes.

Related Policies/References:

- Finance Policy F-14: Banking Authority

Key Controls: The payroll report is created by BDO and checked by the ED or designate to have multiple approvals of accuracy and to avoid payroll errors.

GIFT ACCEPTANCE POLICY

Type of Policy: Finance	Number: F-16
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: November 10, 2015
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Preamble:

NSMHPCN is reliant on and grateful for the many donations we receive. However, from time to time NSMHPCN receives donations of items that are not solicited or which have conditions attached and which do not support the agency in achieving its mission.

This policy will:

- Inform staff about when and how to accept and receipt donations; how to track and manage donations, donation restrictions and provide guidelines on when to decline a donation;
- Provide transparency to donors and potential donors;
- Ensure that NSMHPCN does not incur costs associated with maintaining, storing or disposing of donations;
- Ensure that NSMHPCN operates within the law and mitigates risks that can be associated with acceptance of non-cash donations.

Policy:

NSMHPCN will accept all donations of cash, life insurance and publicly traded securities that are made without condition; or that are directed to an existing NSMHPCN program or service.

NSMHPCN will not accept donations which are directed to a specific purpose which is not required, not a current area of need or which is inconsistent with the agency's mission and current Strategic Plan. Donors will be encouraged to redirect their donation to a similar area where NSMHPCN has a need or to the general operating fund. If the donor is unwilling to redirect the donation, the donation will be returned.

Once a donation is received, unless there is specific written communication to the contrary, NSMHPCN retains absolute discretion in the use of the donation:

- NSMHPCN does not commit to retaining any non-monetary donation indefinitely;
- NSMHPCN will not consult with donors on how and when publicly traded securities will be traded.

NSMHPCN will not endorse products or services in exchange for receiving funds.

Both NSMHPCN and the donor must agree to public recognition of a donation in order for recognition to occur.

Procedure:**Non-Conditional Donations of Cash, Life Insurance and Publicly Traded Securities**

Each cash donation, donation of life insurance or donation of a publicly traded security made without expectation of recognition or endorsement of a product, and directed to the general use of NSMHPCN or directed to an existing NSMHPCN program or service, will be accepted and accounted for in keeping with the Accounting Standards for Not-for-Profit Organizations (ASNPO).

NSMHPCN shall issue charitable tax receipts for donations made above \$20 (or less if donor requests) within 30 days of receipt of the donation and adhere to all guidelines prescribed by Canada Revenue Agency^[1] when issuing receipts.

When NSMHPCN receives a donation of publicly traded securities, the NSMHPCN financial advisor will immediately cash the stock, deposit it into a clearing account and issue the donor a charitable tax receipt in the amount for the gross transaction amount, as stated on the transaction confirmation.

Conditional Donations of Cash, Life Insurance and Publicly Traded Securities

The Executive Director or designate will be made aware of all donations with a condition. If the directed donation is consistent with existing programs or services or priority items, it will be accepted. If the condition is inconsistent with NSMHPCN requirements, the Donor will be encouraged to consider a change to the conditions of the donation. If the donor is not willing to change the conditions, the gift will be declined in writing with the rationale, and the donor thanked for their thoughtfulness.

The Executive Director or designate will obtain written direction for conditional donations and the donations will be accrued on the financial statement until the money is spent on the item or program as directed.

Conditional donations will be accepted and accounted for in keeping with the Accounting Standards for Not-for-Profit Organizations (ASNPO).

NSMHPCN shall issue charitable tax receipts for conditional donations made above \$20 (or less if donor requests) within 30 days of receipt of the donation and adhere to all guidelines prescribed by Canada Revenue Agency^[1] when issuing receipts.

Donations of Material Goods and Real Estate – Greater than \$10,000

When major donations of material goods or real estate, valued at greater than \$10,000, are offered to NSMHPCN, donors must provide a qualified appraisal of the proposed donation. NSMHPCN may obtain its own independent appraisal. NSMHPCN will satisfy itself that the donor has clear title of the item. NSMHPCN shall review all pertinent factors including, in the case of real estate - zoning restrictions, marketability, prior land use, current use and cash flow to ascertain that acceptance of the donation would be in the best interest of NSMHPCN. If the real estate offered possibly contains environmentally unacceptable materials, the donor will secure an environmental audit and provide the results to NSMHPCN.

NSMHPCN urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their donations, including the resulting tax and estate planning consequences and benefits.

All donations of material goods or real estate valued at more than \$10,000 will be brought to the Board of Directors, or a committee thereof, prior to acceptance. The Board of Directors will review the

appraisal, and receive a briefing note from the Executive Director pertaining to the material goods and, may additionally seek legal or financial advice if such advice is required to make a prudent decision. The Board of Directors may decline a donation if, in its judgement, the donation could result in a current or future liability to the agency.

The Board of Directors will document it's rationale for refusing any donation.

NSMHPCN will provide the donor with a charitable tax receipt, in accordance with CRA guidelines, for all donations of material goods or real estate which are accepted.

Donations of Material Goods – Less than \$10,000 (for use at NSMHPCN Facilities)

All offers of non-monetary donations (including art, furnishings and decor) for use at NSMHPCN will be reviewed and accepted only at the discretion of the Executive Director.

When any offer of a non-monetary donation is made (including but not limited to art, decorative objects, furnishings, garden fixtures and plantings), the volunteer or staff member will take the contact information and details of the donation offered. These offers will be summarized and reviewed by the Executive Director or designate, who will accept or decline the donation.

Non-monetary donations will be reviewed with reference to the following guidelines:

- Appropriate style, suitability, fit, duplication and space limitations;
- Client/family had relationship with NSMHPCN;
- Art or decorative items will NOT include any memorial plaque or personal tribute. However, a small note may be placed on the back of an item identifying donor, value, etc. for archival purposes. Any existing items, prior to the approval date of this policy, is grandfathered.

Families wishing to bring a personal item to NSMHPCN to remember a loved one must be managed with sensitivity. Under no circumstances will NSMHPCN commit to maintaining or displaying these personal items.

- All offers of in memoriam donations of material goods will be acknowledged with sensitivity and gratitude, providing appropriate emotional support to the donor, along with explanation to the family, of our NSMHPCN policy.

Donors will be notified by the Executive Director or designate that a donation is declined. They will be provided with information about why the donation is declined and the item(s) will be available for the donor to retrieve for a 30-day period. Following the 30-day period, NSMHPCN will dispose of the item in the manner it sees fit without any required report to the donor.

Donations of Material Goods – Less than \$10,000

Donations of material goods which are solicited for use at NSMHPCN or for use at a signature event or third party event, will be accepted and receipted (if appropriate) within CRA guidelines.

Unsolicited donations of material goods, in which the donor does not request that the item be used at NSMHPCN, will be reviewed by the Executive Director for decision on whether to accept the donation.

Generally, donations will be accepted if:

- They will be useful as a silent auction or door prize item;
- They could be used as a staff and/or volunteer recognition item;

- They will be useful in one of NSMHPCN's programs;
- They can be sold or otherwise used to provide a benefit to NSMHPCN. Accepted donations will be received in accordance with CRA guidelines.

Generally, donations will be declined if:

- There is no useful purpose for them; and/or
- Storage of the item would be a burden to NSMHPCN.

Donors will be notified by the Executive Director or designate that a donation is declined. They will be provided with information about why the donation is declined and the item(s) will be available for the donor to retrieve for a 30-day period. Following the 30-day period, NSMHPCN will dispose of the item in the manner it sees fit without any required report to the donor.

Bequests

NSMHPCN is grateful for charitable bequests. The decision to accept a charitable bequest will follow the guidelines laid out throughout this policy. When a will bequest leaves the residual, or portion of the residual, of an estate, NSMHPCN may consult with legal and/or accounting professionals to assure ourselves that the accounting is accurate; and that the donation to NSMHPCN is as the donor intended.

Related Policies/References:

- Finance Policy F-14: Banking Authority

Related Policies/References:

-Canada Revenue Agency Policy Commentary P113 "Donations and Income Tax"

- Canada Revenue Agency Policy Commentary CPC-006 "Fair Market Value"

-Canada Revenue Agency Policy IT297R2: Donations in Kind to Charity and Others NO: IT- 297R2, March 21, 1990 (REFERENCE: Subsections 118.1(1) and 110.1(1) (also sections 9, 13 and 39, subsections 110.6(3) and 118.1(3), and subparagraph 69(1)(b)(ii))

OPERATING RESERVE POLICY

Type of Policy: Finance	Number: F-17
Reviewed by: Finance Committee	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: April 23, 2018
Revision Date: January 17, 2019	

Preamble:

The purpose of the Operating Reserve Policy is to build and maintain an adequate level of unrestricted net assets to support the organization's day-to-day operations in the event of unforeseen shortfalls. The reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure.

Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

This Operating Reserve Policy will be implemented in conjunction with the other financial policies of the organization and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans.

Policy:

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as operating reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to 2 months of average recurring operating costs.

In addition to calculating the actual operating reserve at the fiscal year-end, the operating reserve fund target minimum will be calculated each year after approval of the annual budget. These reserves will be reported to the Finance Committee and Board of Directors, and included in the regular financial reports.

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may, from time to time, direct that a specific source of revenue be set aside for operating reserves. Examples may include one-time gifts or bequests, special grants, salary adjustments or special appeals.

The Executive Director or designate and Secretary/Treasurer will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Operating Reserve Policy.

Reporting and Monitoring:

The Executive Director or designate is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval of the use of operating reserve funds, the Executive Director or designate will maintain records of the use of funds. She/he will provide regular reports to the Finance Committee and/or Board of Directors.

Review of Policy:

This Policy will be reviewed by the Finance Committee annually, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board of Directors.

FUNDRAISING: DONOR PRIVACY POLICY

Type of Policy: Finance	Number: F-18
Reviewed by: Director of Operations and Communications	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: January 28, 2019
Revision Date: January 28, 2019	

Preamble:

The purpose of this policy is to ensure the ongoing protection and privacy of our donors. Collecting, using, and disclosing donor information in an appropriate, responsible, and ethical manner is fundamental to Hospice Orillia operations.

Policy:

Hospice Orillia strives to protect and respect the personal information of its donors in accordance with all applicable provincial and federal laws. Every Hospice Orillia employee, volunteer or person conducting business on behalf of Hospice Orillia, must abide by the Donor Privacy Policy when handling donor information.

Employees and Volunteers will respect donor privacy and will ensure that all information regarding donors is kept confidential where requested by a donor, except where otherwise required by law. Donor information may be shared in cases where specific permission has been granted by the donor.

Procedure:

1. Hospice Orillia assumes full accountability for the personal information of Donors within its possession and control.
2. Hospice Orillia obtains personal information directly from the Donor, to which the information belongs. Individuals are entitled to know how Hospice Orillia uses personal information and this organization will limit the use of any personal information collected only to what is needed for those stated purposes.
3. Hospice Orillia will obtain individual consent if personal information is to be used for any other purpose.
4. Hospice Orillia will not use any personal information without the explicit consent of the Donor.
5. Under no circumstances will Hospice Orillia sell its donor list, but may engage in renting, exchanging or sharing the list with donor permission. If permitted by the donor, sharing shall be for a specified period, with a specific purpose and shall be limited to what is allowed under applicable privacy legislation. Please note that donor requests for exclusion in the event of sharing the donor list will be honoured.
6. Hospice Orillia will retain personal Donor information only for the duration it is needed for conducting business. However, certain laws may require that certain personal information be kept and maintained for a specified amount of time. Where this is the case, the law will supersede this policy.
7. Hospice Orillia vows to protect personal information with the appropriate security measures, physical safeguards, and electronic precautions. Hospice Orillia maintains personal information through a

combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.

- Access to personal information will be authorized only for the employees and other agents of Hospice Orillia who require the information to perform their job duties, and to those otherwise authorized by law.
- Hospice Orillia's computer and network systems are secured by complex passwords. Only authorized individuals may access secure systems and databases.
- Active files are kept in locked filing cabinets.
- Routers and servers connected to the Internet are protected by a firewall and are further protected by virus attacks or "snooping" by sufficient software solutions.
- Personal information is not transferred to volunteers, summer students, interns, or other non-paid staff by e-mail or any other electronic format.

8. Hospice Orillia respects a donor's right to anonymity and will ensure access to records of donations will be restricted wherever the law permits.

9. In most instances, Hospice Orillia will grant Donors access to their personal information upon presentation of a written request and satisfactory identification. If a Donor finds errors of fact with his/her personal information, please notify Hospice Orillia as soon as possible to make the appropriate corrections.

10. Hospice Orillia may use personal information without the individual's consent under particular circumstances. These situations include, but are not limited to:

- Hospice Orillia is under legal obligation to disclose personal information in order to adhere to the requirements of any Federal, Provincial or Municipal investigation, under the purview of the appropriate authorities.
- An emergency exists that threatens an individual's life, health, or personal security.
- Donor information is for in-house statistical study or research.
- Disclosure is required to investigate a breach of contract.

Related Policies/References:

Finance Policy 19 – Solicitation Policy

Finance Policy F-20 – Payment of Fundraisers

Finance Policy F-21 – Fundraising Activities

FUNDRAISING: SOLICITATION POLICY	
Type of Policy: Finance	Number: F-19
Reviewed by: Director of Operations and Communications	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: January 28, 2019
Revision Date: January 28, 2019	

Preamble:

Hospice Orillia is a non-profit organization with the mission to offer practical, emotional and spiritual support to those in our community coping with advanced illness, death and bereavement.

All donations solicited on behalf of the organization shall be used to further this mission and follow the policies and procedures outlined below.

Policy:

Hospice Orillia shall ensure that all those who solicit funds on behalf of the organization adhere to this policy and that all commitments are fulfilled.

Volunteers, Employees and Third Party Solicitors

Those who solicit funds on behalf of Hospice Orillia shall:

- Adhere to the provisions of this policy
- Act with fairness, integrity and in accordance with applicable legislation
- Act professionally and in accordance with any ethical standards of Hospice Orillia
- Immediately disclose any actual or apparent conflict of interest or loyalty
- Not accept donations for purposes that are inconsistent with Hospice Orillia’s objectives, mission and values

Procedure:

All solicitations for fundraising by, or on behalf of, Hospice Orillia shall:

- Include the name and address of the organization
- Be truthful
- Accurately describe the organization's activities and the intended purpose for the donated funds
- Treat donors with respect
- Secure and safeguard any confidential information including credit card information, provided by donors by following guidelines outlined in Donor Privacy Policy
- Provide verification of the affiliation of the individual representing the organization (ie) wearing volunteer/employee name badges, business cards, and/or solicitation letters
- Disclose, upon request, whether the individual soliciting contributions is an employee, a volunteer or a contracted third party

North Simcoe Muskoka Hospice Palliative Care Network will respect a donor's request to cease or limit solicitations; a request to not be solicited by telephone or other technology; or a request to receive or discontinue receiving printed materials.

Related Policies/References:

Finance Policy 18 – Donor Privacy Policy

Finance Policy F-20 – Payment of Fundraisers

Finance Policy F-21 – Fundraising Activities

FUNDRAISING: PAYMENT OF FUNDRAISERS

Type of Policy: Finance	Number: F-20
Reviewed by: Director of Operations	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: January 28, 2019
Revision Date: January 28, 2019	

Preamble:

Hospice Orillia conducts several fundraising initiatives such as special events and online/offline campaigns throughout the year. As a part of our fundraising, we collect some of our donations through online fundraising platforms such as Canada Helps and CHPCA which often include a small administrative fee.

Policy:

Aside from standard administrative fees, Hospice Orillia does not hire or pay third-party marketing or fundraising firms, individuals or agencies.

Procedure:

1. All fundraising in community is done by unpaid volunteers who are generously donating their time.
2. We will not pay a third party to fundraise on our behalf
3. Aside from administrative fees, 100% of funds through fundraising will be allocated to Hospice Orillia programming.

Related Policies/References:

Finance Policy 18 – Donor Privacy Policy

Finance Policy 19 – Solicitation Policy

Finance Policy F-21 – Fundraising Activities

FUNDRAISING: FUNDRAISING ACTIVITIES	
Type of Policy: Finance	Number: F-21
Reviewed by: Director of Operations	Approved by: Board of Directors
Review Date: October 28, 2019	Date approved: January 28, 2019
Revision Date: January 28, 2019	

Preamble:

As a non-profit organization, Hospice Orillia utilizes fundraising activities for the purposes of raising monies to contribute to organizational goals and activities. This policy has been created to outline the fundraising procedures and annual fundraising activities.

Procedure:

1. The Finance Committee, in conjunction with the Executive Director or designate will determine the budget for annual fundraising activities
2. The Executive Director or designate, in conjunction with the Communications and Fundraising Coordinator will review staff resources available and the best methods to carry out fundraising activities
3. The Communications and Fundraising Coordinator will submit a proposed fundraising plan to the Executive Director or designate for approval prior to proceeding with any fundraising activities
4. Hospice Orillia shall use all funds raised for the purposes identified in the fundraising campaign literature
5. Annually, Hospice Orillia will engage in the following fundraising activities:
 - a. Bingo
 - b. Nevada
 - c. Hike for Hospice
 - d. Annual Appeal
6. On occasion community members will raise funds for Hospice Orillia through Third Party Events. All Third Party Events will abide by the Third Party Events Guidelines as set out in Appendix A. Part of the Third Party Event process will be that all events must be preapproved by the Executive Director or designate prior to taking place.

Additional fundraising initiatives will be determined by the Executive Director or designate, in conjunction with the Communications and Fundraising Coordinator and/or the Board of Directors.

Regular updates regarding fundraising activities will be provided to the Board and any applicable stakeholders.

Related Policies/References:

- Finance Policy 18 – Donor Privacy Policy
- Finance Policy 19 – Solicitation Policy
- Finance Policy F-20 – Payment of Fundraisers

Appendix A

THIRD-PARTY FUNDRAISING EVENT GUIDELINES

Thank you much for your interest in organizing an event in support of Hospice Orillia, a program of North Simcoe Muskoka Hospice Palliative Care Network!

Third-party events are fundraisers held on behalf of Hospice Orillia but organized and run independently. We are grateful to the businesses, service clubs, organizations and families that donate the proceeds of these events to us.

Third-party events help to not only generate revenue for Hospice Orillia but also to raise public awareness of the role that Hospice Orillia plays in providing practical, emotional and spiritual support to those in our community coping with advanced illness, death and bereavement.

Events organized and held independently by third-party organizers are always welcome and very much appreciated, however there are government guidelines and Hospice Orillia policies that must be followed:

- When promoting your event, avoid any statement or the appearance of Hospice Orillia endorsing any product, firm, organization, service, individual or their views.
- Hospice Orillia is happy to help promote any and all third-party events held on our behalf, if requested. This could include mentions in our monthly newsletters, on our website, and via our social media channels.
- If required, Hospice Orillia can provide printed information materials about our programs and services if you wish to have them available at your event. Please let us know the quantities needed.
- We would be pleased to send you the Hospice Orillia logo for use in your advertising materials, but please allow us to review them before you go to print/production.
- Should you require a letter from Hospice Orillia to accompany a request you may be making to your sponsors, please let us know.
- Third-party event organizers are responsible for obtaining event insurance, all permits/licenses (eg. for raffles, 50/50 draws) and liquor permits.
- We do not normally provide Hospice Orillia staff or volunteers for third-party events, however, if you would like to put in a request, please give us at least 30 days' notice. We do our very best to accommodate requests, however, it is not guaranteed as there are guidelines that must be followed when sending staff or volunteers to events.
- We would be pleased to participate in a cheque presentation event once your proceeds are received.

Financial information:

- Hospice Orillia is not financially liable for the promotion and/or staging of third-party events.
- Any group or individual that is donating a portion of their net proceeds rather than the full amount, must state exactly how much, either in a percentage or a specific dollar amount on all promotional materials.

Appendix A Cont'd

- The sponsoring group or individual must handle all monetary transactions for your event.
- The preferred method of payment to Hospice Orillia is a cheque or money order (payable to Hospice Orillia).

CRA guidelines and Hospice Orillia policies prevent us from: offering funding or reimbursement for any event expenses; signing vendor contracts; solicit for cash or in-kind donation and due to confidentiality restrictions, from sharing or using any Hospice Orillia client/resident, donor, volunteer, or other lists.

I/we understand and agree to the following:

- The project must be legal and ethical (i.e. the public's perception of the activity must not be injurious to Hospice Orillia).
- Hospice Orillia will not assume any legal or financial liability associated with the event.
- Designation of the funds received is determined by Hospice Orillia.
- Hospice Orillia must give approval to all promotional materials and advertising copy prior to publication and distribution in order to be satisfied with the manner in which Hospice Orillia's name and logo will be used. Disclosure of the portion of funds allocated to Hospice Orillia must be clear.
- The project must meet criteria set by the appropriate municipal/provincial government(s) if such criteria exist.
- Hospice Orillia is not responsible for any accidents or damages to persons or properties that may occur during the course of this event. The event organizers are responsible for arranging that suitable insurance is in place prior to staging this event.
- Organizer will provide insurance certificates upon request by Hospice Orillia.
- Tax receipts will be issued according to Canada Revenue Agency and organizational guidelines.
- Funds must be submitted to Hospice Orillia no later than 30 days after the event.

I/we acknowledge the receipt of Hospice Orillia's terms and conditions for third party events and agree to comply with all provisions in organizing and holding our fundraising event. Should you have any questions or concerns please contact our Communications and Fundraising Coordinator at (705) 325-0505 ext 107.

Dated

Signature Event Organizer

PLEASE RETURN COMPLETED FORMS TO:
HOSPICE ORILLIA, 169 FRONT ST. S, ORILLIA, ON. L3V 4S8
Fax (705) 326-73.28

EVENT REGISTRATION FORM

1. NAME OF ORGANIZER(S): _____

2. Company (if corporate event): _____
3. Address: _____
4. City: _____ Province: _____ Postal Code: _____
5. Phone #: _____ Alternate #: _____
6. Email: _____ Fax #: _____

Tell Us About Your Event

7. Event Name: _____
8. Event Description: _____

9. Event Date: _____ Event Time: _____
10. Event Location: _____
11. How will you raise money (ticket sale, raffle, donations, admission fees, etc.)? _____

12. How will you promote the event (posters, flyers, radio, social media, newspaper, etc.)? _____

13. How much money do you hope to raise (please give best estimate)? _____
14. What percentage of the money will go to Hospice Orillia? _____
15. What can Hospice Orillia do to support your event? _____
