

**ABOUT TIME PRODUCTIONS
POLICY MANUAL**

ATP BOARD AGENDA POLICY

Approval:
Needed by the Board 10 December 2013

Policy Number:
ATP #2013/001

Approval Date:
Passed on 10 December 2013

Effective Date:
Coming into effect on 10 December 2013

1.0 REASON FOR POLICY

1.1 To define the parameters for each monthly Board Meeting of the ATP Board.

2.0 PURPOSE OF THE POLICY

2.0.1 To ensure that all Board members are receiving the information they need in order to conduct business in an efficient, effective and timely manner on behalf of the ATP Board.

2.0.2 To provide an environment where the risk management is in place to mitigate against any ATP Board member not having the information required to function as an effective Board member.

IMPLEMENTATION OF POLICY

3.0 The board agenda for each monthly meeting is to be as follows

1. Attendance: attendance, regrets, absences.
2. Approval of agenda at which time you ask for additions or deletions.
3. Approval of minutes of the previous meetings.
4. Financial report –written including...
 - income (monthly and year to date)
 - expenses, (monthly and year to date)
 - accounts payable (monthly and year to date)
 - receivables (monthly and year to date)
 - Statement of operations-showing net profit or loss
5. Program Directors Report...
 - Program progress
 - Issues & concerns
 - Future plans, goals & deadlines
6. Staff Reports (staff attend on a rotation basis)...
 - Program progress
 - Issues & concerns
 - Future plans, goals & deadlines
7. Correspondence and information.
8. Old Business: Business arising from any previous minutes.
9. New Business: must be submitted to the chair 2 full days prior to the meeting.

10. Committee Reports: (as needed)...

- Volunteer coordinator
- Policy committee
- Fundraising committee
- Media Relations
- Employment committee

10. Plan of Action: includes a verbal recap of the minutes...

Assignment:

Person responsible is

Date of completion is:

11. Date of Next meeting.

12. Adjournment.

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FEES AND COLLECTION POLICY

Approval:
Needed by the Board 10 December 2013

Policy Number:
ATP #2013/002

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Effective Date:
Coming into effect on 10 December 2013

1.0 REASON FOR POLICY

1.1 To assure consistency in the collection of fees for both parties, About Time Productions (hereinafter ATP), and the signing authority for the student.

2.0 PURPOSE OF THE POLICY

- 2.0.1 To establish equitable guidelines for all participants.
- 2.0.2 To provide clarity to all parties with regard to the fees and to their collections.

3.0 IMPLEMENTATION OF POLICY

- 3.0.1 Full payment due by the end of the second week of classes/rehearsal.
- 3.0.2 It is expected that the authorized signing authority for each student will submit three cheques
 - 3.0.2.1 Registration Fee plus \$50.00 toward program fee.
 - 3.0.2.2 Postdated cheque(es) for the remaining balance).
 - 3.0.2.3 Undated cheque for donation in lieu of volunteer hours.
- 3.0.3 Volunteer hours will be required of all parents and/or guardians (the signing authority for each student). One volunteer cheque in lieu of volunteer hours will be collected from each student's family.
- 3.0.4 Volunteer cheque in lieu of volunteer hours amount will be determined annually by the ATP Board prior to registrations being accepted.
- 3.0.5 If volunteer hours are not met, the volunteer cheque in lieu of volunteer hours will be cashed on June 15 of the current ATP season.

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FINANCIAL RESPONSIBILITIES of ATP BOARD

Approval:
Needed by the Board 10 December 2013

Policy Number:
ATP #2013/003

Approval Date:
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Effective Date
Coming into effect on 31 March 2014

1.0 REASON FOR POLICY

1.1 To define the fiscal responsibilities that fall to members of the About Time Productions Board.

2.0 PURPOSE OF THE POLICY

2.0.1 To ensure that all Board members understand their fiscal responsibilities.

2.0.2 To provide an environment where the risk management is in place to mitigate against any ATP Board member assuming liability for the ATP Board.

3.0 IMPLEMENTATION OF POLICY

3.0.1 Requirement of monthly financial statement which will be approved at each monthly meeting.

3.0.2 This statement will include the following 5 points...

3.0.2.1 income (monthly and year to date)

3.0.2.2 expenses, ((monthly and year to date)

3.0.2.3 accounts payable (monthly and year to date)

3.0.2.4 receivables (monthly and year to date)

3.0.2.5 Statement of operations-showing net profit or loss.

3.0.3 A template policy will be followed.

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BUDGET POLICY

Approval:
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Policy Number:
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Approval Date:
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Effective Date
Coming into effect on 31 March 2014

1.0 REASON FOR POLICY

1.1 To define the methodology, timeline and presentation requirements of the ATP Board for the establishing of the annual budget.

2.0 PURPOSE OF THE POLICY

2.0.1 To calendarize the budget process on an annual basis.

2.0.2 To provide consistency in the budgeting process both for ATP Board planning and also to meet the requirements of both government and funding organizations.

3.0 IMPLEMENTATION OF POLICY

3.0.1 Prior to the Annual General Meeting, the ATP Board shall prepare a budget for the production year beginning September 1 and running until August 31 of the following calendar year,

3.0.2 The budget shall be comprised of two sections:

3.0.2.1 The first section will be for the general operations of ATP and shall include both income and expense projections for all matters related to the general operations of the ATP Board.

3.0.2.2 The second section will be for the productions and classes scheduled and shall include for each production a projection of both income and expense.

3.0.3 The budget will be understood to be a framework, and of necessity it will need to be adjusted as the projected numbers for both income and expense become real numbers.

3.0.4 The budget can only be adjusted by vote of the ATP Board.

3.0.5 Quarterly reviews of the budget, including income and expense statements will be done by the ATP Board in order to make those adjustments that will keep the income and expense balanced in a reasonable fashion, one that is acceptable to the ATP Board. These reviews will be based on the monthly financial reports.

3.0.6 Both income and expense items that are primarily paper transfers will be included in the budget, as this will assist in giving a truer picture of the actual financial accounting of the ATP Board.

3.0.7 Both income and expense items that are primarily 'gifts in kind' will be included in the budget, as this will assist in giving a truer picture of the actual financial accounting of the ATP Board.

3.0.8 The quarterly review could be via a separate budget document, but is easily included as a review of the year to date projections being required in the monthly financial statement.

3.0.9 The budget should reflect line item income and line items expense details to facilitate ease of comparison, understanding and decisions making.

3.0.10 The budget becomes the foundational and integral document for all financial planning and reporting

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PURCHASE ORDER POLICY

Approval:
Needed by the Board 10 December 2013

Policy Number:
ATP #2013/005

Approval Date:
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Effective Date:
Coming into effect on 10 Dec 2013

1.0 REASON FOR POLICY

1.1 To assure budget control by providing that all purchases are approved either by the Executive Committee or the About Time Productions Board (hereinafter ATP Board) prior to the authorizing of any expenditure of funds.

2.0 PURPOSE OF THE POLICY

2.0.1 To establish as orderly and verifiable process for monitoring all expenses incurred by and/or on behalf of ATP.

2.0.2 To establish agreed upon spending limits by the Executive Committee, the ATP Board and any other persons acting on behalf of the ATP Board.

3.0 IMPLEMENTATION OF POLICY

3.0.1 All purchases are to be authorized by a purchase order properly approved in advance of the purchase. (A prescribed form is attached.)

3.0.2 Any purchase(es) not so authorized is/are not subject to any reimbursement by the ATP Board.

3.0.3 All purchase orders, unless specifically indicating otherwise) should be accompanied by the responses to "Requests for Proposals".

3.0.4 A purchase order that is signed by the appropriate authorizing body is valid for twenty one (21) days from the date of authorization.

3.0.5 Any member of the Executive Committee with bank signing authority can be an authorized signatory to the Purchase Order.

3.0.5.1 Conflict of interest would require if that person is the purchaser it be signed by some other authorized person.

3.0.6 Once signed, copies of the Purchase Order should be given to the President and Treasurer as well as to the person authorized to execute the Purchase Order.

3.0.7 Any Purchase Order for an item or items that is outside of the approved budget but costs less than five hundred dollars (\$500.00) must receive the approval of the Executive Committee.

3.0.8 Any Purchase Order for an item or items that is outside of the approved budget but costs more than five hundred dollars (\$500.00) must receive the approval of the ATP Board.

3.0.9 For record keeping purposes, the Purchase Orders for all items should be attached to the invoice when the purchase is paid, and this becomes a part of the permanent financial record.