

TRCA Financial Policies

The TRCA Board of Directors from time to time will establish Policies that clarify provisions of the TRCA By-Laws, Not For-Profit Act and various guidance material. The following Policies have been established, with additional Policies to be added when decisions of the Board are made.

TRCA Financial Policy #1 – Commencement Date for Payment of the Rent Charge

References

Policy #1 was initially proposed at the Board of Directors meeting held May 9, 2017 (BOD-1). The rationale for the policy is published on the TRCA website as Attachment 3 to BOD-1 Minutes found in the Directors Meetings Menu item. The issue was further discussed at BOD-11 held August 22 and BOD-12 held on 29 August 2017. Approval of the Policy was made at BOD-13, held 12 September 2017.

TRCA Financial Policy #1

The effective date for commencement of the TRCA Rent Charge provision in accordance with the TRCA By-Laws is 1 January 2016.

TRCA Financial Policy #2 – Commencement of Interest Charges on Overdue Contributions

References

Policy #2 was initially proposed at the Board of Directors meeting held May 9, 2017 (BOD-1). The rationale for the policy is published on the TRCA website as Attachment 3 to BOD-1 Minutes found in the Directors Meetings Menu item. The issue was further discussed at BOD-11 held August 22 and BOD-12 on 29 August 2017. Approval of the Policy was made at BOD-13, held 12 September 2017.

TRCA Financial Policy #2 -

Pursuant to the Statutory Right of Way Agreement/Rent Charge and the TRCA By-Laws, commencing 01 January 2018 home owners having overdue annual member contribution payments will be charged interest on the late payment in the amount of 15% per annum compounded monthly. For greater clarity, the 15% will be applied to the total amount outstanding as of 1 January 2018 and on all future unpaid amounts.

TRCA Financial Policy #3 – TRCA Fiscal Year

References

The TRCA By-Laws provide for the Directors to establish the Fiscal Year. Nevertheless, the Board of Directors agreed to present a motion to the 2017 AGM held on 5 December to gain membership concurrence. The Fiscal Year to be the Calendar Year was accepted unanimously.

TRCA Financial Policy #3 -

The TRCA Fiscal Year is to be the calendar year, from January 1 to December 31.

TRCA Financial Policy #4 – TRCA Bookkeeping Protocols

Reference

The TRCA Board of Directors determined that a clear delineation of responsibilities was needed for its bookkeeping services and the way data is collected and transmitted. TRCA BOD #28, 7 March 2018, approved the following policy.

TRCA Financial Policy #4

TRCA Bookkeeping responsibilities will be conducted in accordance with the Protocols attached to this policy. The Protocols identified in this policy reflect updates made from time to time as suggested by the Financial Committee and adopted by the Board of Directors..

See Protocols Attached

TRCA Bookkeeping Protocols

1. Revenue collection

Cheques – Membership fee cheques will be mailed to the TRCA mailbox. Cheques are to be picked up by the Finance Committee chair or delegate and delivered to TRCA Bookkeeping Services.

Pre-Authorized Debits (PAD) – PADs will be mailed to the TRCA mailbox or sent via e-mail to the designated TRCA Financial email address. The PAD will be entered into the Interior Savings CAFT System by the Bookkeeping Service.

2. Deposits to Bank Account

TRCA Bookkeeping Service is to deposit cheques to the TRCA Bank Account, with records kept accordingly with respect to each homeowner account.

3. Recording of Homeowner Accounts

TRCA Bookkeeping Service is to maintain up to date financial records for each of the lots in the Tower Ranch community, including those registered and owned by developers.

The TRCA Communications Committee is responsible for maintaining a record of all Tower Ranch registered lots (owners and address data), and the date of title transfer. The list of lots is to include those lots registered to developers.

The TRCA Communications Committee chair will ensure that the current list of owners and addresses are provided to TRCA Bookkeeping Services.

The TRCA Bookkeeping Services to provide list of residents using PADs, monthly cheques or annual cheques to the Communications Committee.

The Communications Committee is to obtain records for homes advertised for sale and advise the Listing Realtor of the registration of the Rent Charge on title and the ongoing requirement of the resident to pay this charge. If the property is in arrears the Finance Committee will advise the selling real estate agent of the rent charge on the property and amount owed.

4. Monthly Reporting Requirements

TRCA Bookkeeping Services to provide to the TRCA Board of Directors the following monthly reports by the 20th day of each month.

1. End-month Financial Statement for TRCA (harmonized with the TRCA Budget per the 2018 Budget attached);
2. Monthly transaction record;
3. List of accounts in arrears.

5. Notices to owners with accounts in arrears

TRCA Bookkeeping Services to provide an email statement to each owner who has an account in arrears. (Updated Statement e-mailed monthly). If a resident email is not available the statement is to be sent via postal service.

Note: Accounts in arrears as of 1 January 2018 are to have 15% interest included (15 % annually, compounded monthly). A note in the Statement should advise that “**15% interest is charged annually, compounded monthly, as required by the TRCA By-Laws, commencing 1 January 2018 per TRCA policy.**”

Note: Accounts in arrears for lots held by the developers are to be emailed in the same manner as all homeowners.

6. Financial Collections

If regular email statements do not result in payment, after 3 months of non-payment the Legal Committee will send a warning letter by email or postal service. If after 1 month from the date of the warning letter there are no payments a collection letter will be sent by the TRCA appointed attorney under the direction of the Legal Committee. Further collection action will be determined by the Board of Directors in accordance with the powers granted under the TRCA Bylaws.

7. Payables

Receiving Invoices - Invoices will generally be mailed to the TRCA mailbox or hand delivered to a TRCA director. Invoices will be passed to the relevant Committee Chair for review.

Approval of invoices - Invoices are to be approved by the relevant Committee Chair. The approval will also designate the General Ledger caption under which the invoice amount shall be recorded.

Invoices submitted by a TRCA Member are to be on the approved TRCA Claim Form and submitted to the TRCA Board for approval. The TRCA Member Claim Form is attached.

Payment of Invoices – Approved invoices are to be given to the Bookkeeping Service for the preparation of a cheque. All TRCA cheques must be signed by two directors who have signing authority.

Records - TRCA Bookkeeping Services to record payment and keep a record of all payments in the General Ledger.

8. Engagement of Services

The TRCA Bookkeeping Service and the TRCA Accounting Service shall be appointed by a vote of the members at each Annual General Meeting.

TRCA Bookkeeping Services will provide annual statements and other material as required to the approved TRCA Accounting Service that has authority to complete the annual Review Engagement. TRCA Bookkeeping Services to liaise with the Accounting Service regarding timing and cost of the Engagement.

Tower Ranch Community Association Member Expense Claim Form

Date of Expense	Description/Purpose	Amount
Total		

Notes

1. Please attach receipts/invoices.
2. Report expense at a TRCA BOD meeting.
- 3, TRCA policy requires Board approval for Members expenses.

TRCA Board Approval (Date): _____ . Claim

paid (date): _____ TRCA Cheque # _____

Name of TRCA member making claim: _____ .

Certification of person making the claim:

“I certify the expenses made with this claim were paid by me on behalf of the TRCA!”

Signature