

## KAMLOOPS ADULT LEARNERS SOCIETY - POLICY AND PROCEDURE MANUAL

Revised May 13, 2025

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## **ACCOUNTING**

**ACCOUNTING SYSTEM** – Accounts are maintained by the bookkeeper in two systems; the bookkeeper's accounting software and the software used by the current system used for registration and membership. Each system provides the data and audit trails to develop and verify the Income Statement and the Balance Sheet.

**ADMINISTRATIVE SUPPORT** – with the approval of the Board, KALS may engage administrative support to manage registration, bookkeeping, tax filing, filing of annual BC Societies reports and other administrative support as required. The annual budget for administrative support will be approved by the Board.

**BUDGET** - The annual budget is prepared by the Treasurer based on previous year numbers and current operating assumptions and presented at the June Board meeting for final discussion and approval.

A Financial position is presented at each Board meeting by the Treasurer, showing annual budget, year to date income, expenses and current month financial position.

Any expenditure not included in the annual budget must be approved by the Board.

**BANK ACCOUNT** - The Society bank is the Toronto Dominion Bank in North Hills.

Two signatures are required on all cheques. Signing officers are the Treasurer, the President and the Secretary. The bookkeeper has signing authority for access to the bank statement.

**BILL PAYMENT** - All expenses are prepared by the bookkeeper by cheque on the 15th and 30th of each month. The treasurer or another signing officer will review and authorize each invoice and cheque for signing. A copy of the bill is initialed by the treasurer and must be on file with the cheque number and budget line/code.

**CASH RECEIPTS & DEPOSITS** - All cash, cheques and credit card payments are issued a receipt and deposited in the Society bank account. Deposits are reconciled to the bank statement monthly by the bookkeeper and reviewed by the Treasurer.

**CLIENT CREDIT BALANCES** – A quarterly report of outstanding liability balances in the registration system will be reviewed by the Treasurer. In May, individuals with a credit balance of more than \$40.00 will be contacted to determine if they want a refund, a continuing credit balance or to make a donation to the Society and receive a tax receipt.

**EXPENSE REQUEST FOR REIMBURSEMENT** - All requests for funds must be accompanied by dated receipts, an explanation of the expense, signed and totaled on a Request for Repayment form and sent to the KALS office for processing by the bookkeeper and reviewed by the Treasurer. A signing officer must initial and approve payments.

**INCOME TAX RECEIPTS** - Official receipts for tax purposes are provided for cash donations by the Treasurer who will issue these when the money has been deposited. The Treasurer will advise the Board of donations so they can be acknowledged. To receive a receipt for a Gift-in-kind the donor must provide an appraisal by a qualified person.

**NSF CHEQUES** - A charge of \$10.00 plus bank charges will be assessed to returned cheques.

**OPERATING RESERVE** - A reserve fund target equal to one year of expenses will be established to ensure the organization has sufficient funds for one-time expenses, capital costs or emergency expenses.

## **CHARITABLE STATUS**

**DONATIONS - IN MEMORIAM & GENERAL** - The Society is a registered Canadian charity and is able to receive donations and issue tax exempt receipts. The official receipts with the Society charitable status number are managed by the Treasurer. Donations made by cheque of \$25 or more will be issued a receipt. Donations may also be made online through CanadaHelps and tax receipts will be automatically generated by CanadaHelps.

**REVENUE CANADA ANNUAL REPORT FILING** - The bookkeeper with the support of the Treasurer will ensure the paperwork is completed and sent to Revenue Canada. The GST annual report is completed by the bookkeeper and reviewed by the Treasurer before submission.

**BC SOCIETY ACT ANNUAL REPORT FILING** - The Treasurer will ensure the paperwork is completed by the bookkeeper and sent with the annual filing fee to the BC Registrar by the filing date.

## **CLASS REGISTRATION**

**FEES** - Class fees are set to cover the cost of space, material, and paid support services.

All class registrations require a current annual membership. Changes to the fee formula must be approved by the membership.

**FINANCIAL AID** - Requests for financial aid will be sent to the President for discussion with the person and based on a series of questions approved by the Board. Decisions will be communicated to the office and Treasurer in writing.

**REFUNDS** - Refund requests must be received in the office in writing ten days before the class start date and a \$10 cancellation fee will be charged. There are no partial refunds. One session courses will not be refunded. The Program Chair will approve class refunds. In extraordinary circumstances (death, major illness) the Program Chair and President will consider refunds. In extra ordinary cases the Board will determine the refund policy. Late registrations to multi-week classes must be approved by the class instructor and the full fee paid.

**GUEST PRIVILEGES** - Members may bring a guest at no cost to one session of multi- session classes. Guests may attend but must pay for single session classes. Guests do not have to purchase a membership to attend one class.

**CLASS SUPPLIES** - A list of class supplies to be purchased by students is to be included in the course description. The office is to be advised where supplies can be purchased. Photocopying can be provided by the office.

**CLASS LISTS** - The office will email a list of student names to course instructors, hosts and coordinators four days prior to course start and send updated class additions as needed. A list for every class will also be sent to the Program Chair with student contact information to ensure a volunteer can notify students of cancellations or changes when the office is closed.

**CLASS SIZE** - Class size will be determined by the instructor and the space available.

**CANCELLED CLASS** - If a class is cancelled the Program Chair will advise the office and the venue so that the schedule can be updated. Refunds will be made or may be kept on file as a credit for a future class.

**WAIT LISTS** - When a class is full, a wait list is maintained in the Registration System. Allocation of spots to those on the wait list will be made in order of date received and will only be made if a registered class member drops out. In certain instances, where there is significant interest in a particular course, the Program Committee coordinators and Program Chair may work with the class instructor to determine if it would be acceptable to increase the number of attendees. The changes will be communicated to the office, venue and participants as needed. Changes should be made not less than 4 days before the start date when confirmations are sent to participants.

### **CONTRACTS**

**BUSINESS SERVICES** - Regular business service contracts are to be in the name of the Society, billed to the Society mailing address and paid for by a Society cheque. Contracts over \$500.00 must be in writing and approved by the Board.

### **INSURANCE**

The Society will carry sufficient insurance to protect directors, officers and volunteers from liability, injury and tenant liability.

### **MEMBERSHIP**

**FEES** - The annual fee for membership is \$20.00 and the membership year is July to June. Half year memberships are not available. A change in the fee must be approved by the members.

**MEMBERSHIP LIST** - A list of members with current contact information is maintained by the office in the Registration System. Individual contact information will only be provided to class instructors and hosts to be used in the event a class must be cancelled or to provide information regarding the class.

**MAILING LISTS** - List of members and non-members will be maintained by the office and kept confidential and used only for the purposes of contacting people about the business of the Society. Lists will not be sold. Currently the list is managed in the newsletter Mailchimp system.

### **OFFICE**

**MAILING ADDRESS & OFFICE HOURS** - The office is located in the Kamloops Sports Council office at Unit 101 - 1550 Island Parkway DR, Kamloops, BC, V2B 0H7. Hours are 9:00 am to 4:00 pm Monday to Friday.

**PHONE NUMBER:** 250-376-1525

**EMAIL ADDRESS:** [info@kals.ca](mailto:info@kals.ca)

### **PROGRAM**

The Program Committee will develop courses for two semesters a year. The Fall schedule runs from September until December. The Winter/Spring session runs from January until June.

The final program will be provided to the office and Publicity Chair at least two weeks in advance of publication on the website to ensure adequate time for registration and administrative preparation. Registration dates will be finalized by the Board in June and October.

### **PUBLICITY**

**PR PLAN** - The Publicity Committee will consult with the Program Committee and develop a communication plan before each semester. The plan will include both the costs and timing of free and paid advertising.

**CLASS SCHEDULE** - The Program Committee Chair will provide the final schedule to the Publicity Chair and office two weeks before registration begins. Courses publicized must be confirmed in the schedule.

**WEBSITE** - Changes to the website are made by the office on approval of the Publicity Chair or President.

## **VOLUNTEERS**

**VOLUNTEER ROLES** - Volunteers are KALS lifeblood; as leaders, teachers, planners and organizers, they provide the skills and labour to create the program. No one is paid to plan or lead a class. New volunteers are always welcome and will be interviewed and oriented by the chair of the work area. Volunteer Job descriptions are updated by the Board and available on the KALS Website. Volunteer participation ensures classes are delivered effectively and the Society business is efficient and cost effective.

**INSTRUCTOR LISTS** - A list of program volunteer instructors/presenters is maintained by the office with contact information and classes taught.

**SUPPORT VOLUNTEERS** - A list of Administrative, committee and board roles is maintained by the Board and is available on the KALS website. The roles include chairing committees, publicity management, class organizing, technical support and short-term projects. A contact list of support volunteers is maintained by the Board.

**CLASS INSTRUCTORS** - All classes are led by volunteer instructors. Instructors will create their own presentations, provide a short synopsis of the course for publicity and indicate student supplies and space needed, equipment and other supports required. Any out-of-pocket expenses will be reimbursed on the proper form. Instructors are offered one free class registration in the semester in which they teach.

**CLASS COORDINATORS** - Each class is organized by a member of the Program Committee. The coordinator is the primary link to the instructor and provides the details to both the instructor and office of the requirements to hold the class. These include date and time, room set up, equipment and supplies needed, class description, instructor bio, and ensures the instructor has all the supports needed to run the class. The Coordinator may also act as the class host.

**CLASS HOSTS** - Each class will have a host to manage administrative detail on the day of the class such as equipment, class lists, introductions, thank you, etc. Class Hosts do not pay for attending class.

A list of program volunteer names and contact info is to be provided by the Program Chair to the office along with the program to facilitate communication and keep the volunteer list current.

## **VOLUNTEER RECOGNITION - MARGARET CLEAVELEY VOLUNTEER AWARD:**

The purpose of this award is to recognize service from KALS volunteers. The award is given once a year and alternates between instructors and other support roles. The Volunteer Committee is responsible for calling for and vetting the nominations and preparations for presenting the award.

### **Award Criteria:**

- The award is given to a volunteer who contributed a minimum of five years of service over any period of time.
- The recipient is a current and active KALS participant.

**Recognition Includes:**

- A scroll certificate of appreciation
- \$50 gift certificate
- Name included on the KALS permanent plaque. The plaque is given to the recipient for 10 months and then returned to the Volunteer Committee for future recipients.

**Process:**

Board members nominate candidates in writing outlining reasons for the nomination; Nominations submitted 30 days in advance to the Volunteer Committee Chair; The Committee submits the list of qualified nominees to the Board with a recommended candidate or short list; and the Board votes to confirm the final recipient.