



FINANCE

Approved by: PSO Management Committee	Review Period: Annually
Date of Approval: February 26, 2026	Next Review Period: February 2027

PURPOSE

The purpose of this Policy is to guide the financial management practices of Baseball Manitoba

POLICY STATEMENT

Baseball Manitoba will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.

DEFINITIONS

“Representative” – Individuals employed by, or engaged in activities on behalf of, Baseball Manitoba, including coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of Baseball Manitoba

APPLICATION /SCOPE

Budget and Reports

1. Baseball Manitoba’s Management Committee will develop and approve an annual budget which will contain Baseball Manitoba’s total anticipated expenditure and revenues.
2. The VP, Finance (or designate) will, at each meeting of the Management Committee or at minimum quarterly, present an interim comparative financial statement (which includes actuals for revenues and expenditures compared to budget) and a balance sheet to the Management Committee for approval.
3. The VP, Finance (or designate) will, at the Annual Meeting and Semi-Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Management Committee.
4. The financial statements of Baseball Manitoba will be audited by an auditor appointed by the Board, if required by the *Manitoba Corporations Act*.
5. Baseball Manitoba’s will file a T2 Corporation Income Tax Return each fiscal year.

Fiscal Year

6. Baseball Manitoba’s fiscal year will be as described in the Bylaws.



FINANCE

Banking - Revenue

7. Registration fees shall be reviewed annually by the VP, Finance, who will make recommendations to the Management Committee, which shall approve fees for each year well in advance of the start of the registration year.
8. All money received by Baseball Manitoba will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of Baseball Manitoba, as determined by Baseball Manitoba's Management Committee.
9. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

Bank Reconciliation

10. The Bank Statements will be reconciled to the general ledger monthly. On a quarterly basis, the VP- Finance and Executive Director will review and approve, via email, a copy of the Bank Reconciliation to indicate their review and approval.

Signing Officers

11. All contracts, documents, or any other instruments in writing requiring the signature of Baseball Manitoba shall be signed by at least two (2) of the following:
 - a) President
 - b) VP- Finance
 - c) A V/P appointed by the Management Committee as a signing authority
 - d) Staff appointed by the Management Committee as a signing authority (Executive Director or Operations Manager).

Any contracts, documents or any other instruments in writing which have been approved in Baseball Manitoba's budget that are under \$10,000 are not subject to this section and may be executed by the VP- Finance or any individual delegated such signing authority by the Management Committee, including the Executive Director or Operations Manager.

12. All cheques require signatures from two (2) of the following:
 - a) Executive Director or Operations Manager
 - b) A V/P appointed by the Management Committee as a signing authority
13. All cheques payable to any signing authority will not be signed by that signing authority.

Electronic Banking

14. Internet banking has become a very common banking practice that provides several distinct advantages, such as reducing paper and the ability to initiate payments from anywhere.



FINANCE

15. Baseball Manitoba's will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with Baseball Manitoba's financial procedures:

- allowable uses for online banking transaction
- number of signers shall be no less than two (2)

No one person should handle all of the transaction; the proper segregation of duties must always be followed.

Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and print outs transactions receipts must be maintained.

Monthly payment summary of e-Transfers to be sent to the VP-Finance monthly, for review and approval.

16. All EFT's require approvals from two (2) of the following:

- a) Executive Director
- b) Operations Manager
- c) A V/P appointed by the Management Committee as a signing authority

Expenses

17. Requests for purchases require the following:

- a) All purchases must be approved by the Executive Director (or VP-Finance)
- b) Purchases over \$5,000, outside of budgeted expenses also require the approval of the Management Committee.
- c) Report monthly on expenses over \$5,000 to the VP-Finance.

18. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by Baseball Manitoba's VP-Finance.

19. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Management Committee's approval.

20. Any expenditure not approved within the annual budget will be approved by the Management Committee prior to any such expenditure. Without the Management Committee's approval, the expenditure will not be paid by Baseball Manitoba unless determined otherwise by the Management Committee.



FINANCE

21. For expenditures over \$100,000, the Management Committee will exercise prudent due diligence and may seek quotes from multiple vendors and/or issue a request for proposals.

Accounts

22. Accounts receivable terms are net thirty (30) days from the date of invoice.

23. Accounts payable will be paid within the terms of the supplier's invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

Credit Card

24. With the approval of the Management Committee, Baseball Manitoba may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of Baseball Manitoba. The Management Committee will determine who receives credit cards and what the credit card limits will be.

25. Credit card holders will be responsible for all charges made on credit cards issued in their name.

26. Credit cards must only be used for authorized payments that include:

- a) Payment of actual and reasonable expenses incurred on authorized Baseball Manitoba business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to Baseball Manitoba
- b) Purchase of goods or budgeted items

27. For the purposes of this policy, expenses included in the annual budget as approved by the Management Committee are authorized. Expenses that fall outside the approved budget must be approved before being charged to a Baseball Manitoba credit card.

28. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.

29. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Baseball Manitoba business.

30. Under no circumstances are cash advances to be drawn on a Baseball Manitoba credit card.



FINANCE

31. In addition, the following individuals have credit card responsibilities:

- a) Executive Director, Operations Manager, Program Director, Media & Communications Coordinator and the President.
- a) Cardholders must:
 - i. not allow another person to use the card
 - ii. protect the PIN number of the card
 - iii. only purchase within the credit limit of the card
 - iv. notify the credit card company if the card is lost or stolen
 - v. always keep the card with them, or in a secure location
 - vi. forward to Baseball Manitoba's Executive Director, monthly, all receipts for expenses charged to the card in the previous month
 - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- b) Baseball Manitoba's Executive Director must:
 - i. ensure that each credit card issued to an individual is paid in full monthly
 - ii. review and reconcile each credit card statement monthly
 - iii. bring to the attention of the VP-Finance any credit card expense which does not appear to be authorized under this policy
 - iv. recover from the cardholder any funds owing to unauthorized expenses

Expense Claims

32. Representatives may submit expense claims to the Executive Director or Operations Manager for personal expenses incurred in performing their duties for Baseball Manitoba. Generally, only expenses pre-approved by Baseball Manitoba's Executive Director will be reimbursed - and only within three (3) months of the incurred expense. Expense claims must include:

- a) The exact amount of each separate expense
- b) The date on which the expense occurred
- c) The place and location of the expense
- d) The purpose of the expense
- e) A receipt for the expense

33. Organization Representatives may submit expense claims to Baseball Manitoba's Executive Director or Operations Manager for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Executive Director.

34. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the VP-Finance for approval of the advance.



FINANCE

35. Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
Travel – Personal Vehicle Mileage Rate	\$0.50 per kilometer	
Travel – Personal Vehicle Mileage Rate If paid for event	\$0.40 per kilometer	
Travel – Air	Lowest economy	Prior approval required
Breakfast	\$10.00	Receipts required unless at Ball Park
Lunch	\$15.00	Receipts required unless at Ball Park
Dinner	\$20.00	Receipts required unless at Ball Park
Full Day within Province	\$45.00	Receipts not required
Accommodation	Single or Double occupancy as requested	All personnel unless specified
Incidental expenses	Actual cost	Receipt required
Umpire Clinicians 1 umpire 2 umpires	\$125 / session \$90 each / session	
Learning Facilitators	\$150 / session (local) \$200/ session (more than 100 kms)	

36. Baseball Manitoba will not reimburse costs above the specified rates without prior approval of the VP-Finance. Where costs above the specified rates are approved, receipts must be provided.

Travel and Accommodation Expenses

37. **Accommodations** will be reimbursed based on single occupancy for the Organization's President, and if requested, for the office staff and any accompanying volunteers. All other accommodation will be reimbursed based on double occupancy. Reimbursement for accommodation will be limited to reasonable amounts in the circumstances with consideration given for proximity to business events and for location of events. Hotel receipts will be required for reimbursement, as a charge card slip does not provide sufficient information.

Air travel is to be booked through Baseball Manitoba whenever possible. Air travel including fares and itineraries are to be approved in advance by the VP-Finance (or designate). In no circumstance will fares above the economy fare be reimbursed.

Car travel will be reimbursed at the mileage rate specified in this policy and will not exceed cost of available economy airfare.



FINANCE

Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel. For car rentals, it is the responsibility of the renter to ensure that adequate Collision, Comprehensive and Third-Party Liability Insurance properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI, or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.

38. Whenever possible, representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses
39. Baseball Manitoba will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.
40. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

Entertainment Expense

41. Entertainment expenses are reimbursable when the expense is directly related to business. These expenses include the purchase of a meal for a business associate or associates while conducting business. A senior employee should pay the bill and submit it on their expense report. Original receipts must support all claims and include names of attendees and purpose of the expense. Maximum allowable tip amount shall not exceed 15%.

Other Expenses

42. Organization Representatives may be reimbursed for long-distance telephone calls provided the expenses were Baseball Manitoba -related. Expense claims for telephone expenses must include the name of the person called, their connection to Baseball Manitoba, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.
43. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.



FINANCE

Signing Authority – Other Documents

44. In the absence of any resolution to the contrary passed by the Management Committee, the deeds, contracts, securities, bonds and other document(s) require the signature of two (2) signing officers. The Management Committee may authorize other persons to sign on behalf of Baseball Manitoba..
45. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of Baseball Manitoba will be made available for review by the Management Committee if requested.

NSF Charges

46. Baseball Manitoba will charge a ten-dollar (\$10.00) charge on NSF Cheques. The penalty will be waived if the cheque was returned in error from the Bank (written confirmation required). Waiver of penalty for reasons other than bank errors shall be considered on a case-by-case basis. An individual who has repeated occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque, e-transfer or money order.

Replacement Cheques

47. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
48. Cheques that need to be replaced due to loss will be assessed a five-dollar (\$5.00) administration fee.
49. Lost or missing cheques that have not been claimed by Baseball Manitoba's year end will not be re-issued.

Equity/Operating Reserve

50. The target for the minimum operating reserve fund or minimum equity level is 3 months of the Baseball Manitoba's average annual operating costs. In situations where the operational reserve is below 3 months, Baseball Manitoba will budget for 1 percent annual surplus until the 3-month mark is achieved. The calculation of average monthly operating costs includes all ongoing committed expenses, for example:

- salaries & benefits
- rent
- storage
- office admin costs like phones
- internet,
- set programming costs.

The amount of the equity / operating reserve will be reviewed annually after the fiscal budget is approved.