

SaskCulture Inc.

FINANCIAL POLICY AND PROCEDURES

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SECTION 1: INTRODUCTION

The SaskCulture Board Governance Policies are the overarching policies for the organization. All operational policies and procedures must adhere to the same framework. Throughout this document board policies have been referenced.

SECTION 2: ACCOUNTING POLICIES

2.1 Objectives

- i. To conduct the financial affairs of SaskCulture in accordance with the standards of the accounting profession and the requirements of Saskatchewan Lotteries Trust Fund and the Non Profit Corporations Act, and any other funders that SaskCulture may access funding through.
- ii. To outline special SaskCulture accounting policies.

2.2 Fiscal Year

The fiscal year of SaskCulture shall be from April 1st to March 31st of the following year

2.3 Standards

SaskCulture shall structure its financial management operation to adhere to generally accepted accounting principles for non-profit organizations and to Canadian Comprehensive Auditing Concepts.

2.4 Fixed Assets/Depreciation (EL-7)

- i. Fixed assets over \$1,000 are recorded at cost and depreciated through the straight-line method to a schedule reviewed annually by the External Auditor.
- ii. A schedule of fixed assets of SaskCulture shall be included in the audited financial statements.
- iii. Acquisition and disposition of fixed assets shall be governed by the overall governance policies and procedures that will be reviewed annually by the Board of Directors (see note 1)

2.5 Inventories

Inventories items are expensed in the year of acquisition.

2.6 Designated Surplus

To be developed in consultation with Auditor.

SECTION 3: FUND MANAGEMENT POLICIES

3.1 Bank Accounts

- i. All operating funds of SaskCulture shall be placed and kept in legal accounts approved by the Board of Directors.
- ii. Such approval shall be reviewed from time to time to ensure an optimal combination of return and risk on liquid accounts.

3.2 Investment (EL-6 & 7)

The SaskCulture Board of Directors must conduct the organization's investment affairs in accordance with:

- i. the standards established by the Non-Profit Corporation Act (Section 29)
“(1) ... a charitable corporation may invest its funds only in shares, debentures, bonds, mortgages or other financial instruments in which trustees are by law permitted to invest.”
- ii. the requirements of Part VI The Trustee Act

“A trustee may invest trust property in any form of property or security in which a reasonable, prudent investor would invest, including a security issued by a mutual fund . . .”

- iii. Funds may be placed in investment programs, securities and properties, to the advantage of SaskCulture.
- iv. Invest or hold operating capital in insecure instrument, including uninsured chequing accounts and bonds of less than AA rating, or in non-interest bearing account except necessary to facilitate ease in operational transactions. Interest earned on fund investment is retained by SaskCulture as an administrative fee for funds management.
- v. Subject to the following guidelines:
 - a. Funds are to be invested in recognized financial and/or government institutions
 - b. An investment instrument must be secure and convertible to cash at all times.
 - c. An investment schedule must be maintained for each investment.
 - d. Funds are invested subject to and dependent upon the cash flow requirements.
 - e. The goal of investment is to maximize return and minimize risk.
 - f. Recognized investment instruments for this purpose are as follows:
 - Interest bearing business savings account
 - Federal Government Treasury Bills
 - Provincial Government Treasury Bills
 - Treasury bill funds
 - Promissory Note – Federal Business Development Bank
 - Bankers Acceptance and/or Bank Bonds including Guaranteed Investment Certificates and professionally-managed money market funds at Schedule 'A'
 - Canadian Chartered banks:
 - Bank of Nova Scotia
 - Canadian Imperial Bank of Commerce
 - Royal Bank of Canada
 - Bank of Montreal
 - Toronto Dominion Bank
 - Federal and provincial government guaranteed bonds such as Canada Saving Bonds.

3.3 Investment Portfolio

SaskCulture investments are held at the Royal Bank, Main Branch 2002 11th Avenue. The process to transfer from investment accounts to the chequing account is by internet banking. Either the Program Manager or Administration Manager is authorized to complete an online transfer.

3.4 Payroll (EL-3 & 6)

- i. All employees shall be enrolled under the Administration Centre's payroll service.
- ii. Contractual employees shall be paid in accordance with the terms governing the contractual arrangement.
- iii Authorization for any payroll changes must be done by the General Manager or Administration Manager only.

3.5 Receivables (EL-6)

- i. SaskCulture, due to the nature of our business, does not invoice for goods and services. With prior approval some limited exceptions are allowed, such as provincial and federal government departments.
- ii. Amounts outstanding in account with SaskCulture shall be determined at month end and invoiced accordingly.
- iii. Terms are net 30 days, no interest will be required on all overdue accounts.
- iv. Payment for goods and services are due in advance through cash, money order or cheque.
- v. Any cheques returned by the bank due to insufficient funds require a service fee of \$15.

3.6 Payables/Prepayments (EL-6)

- i. Costs incurred within a given month shall, if unpaid, be set up as payable at month-end

- ii. A schedule of accounts payable shall be determined monthly
- iii. Cheques shall be prepared for signing at least twice a month. Documentation for payables is to be submitted to the Business Administrator by the 9th & 24th of each month. Where the 9th or 24th falls on a weekend or holiday, payment requests are due on the closest following business day (generally Monday).
- iv. Undisputed payables shall be retired no later than the closest business day to the first payment date each month.
- v. The General Manager, at its discretion, may authorize prepayment of any amount for purposes consistent with the operating budget.
- vi. Payroll and rent payments are paid by automatic withdrawal.

3.7 Petty Cash

- i. SaskCulture shall maintain a petty cash fund and the fund shall be managed by the Business Administrator.
- ii. The allocation to the fund is \$60.
- iii. The fund shall be renewed when cash-on-hand is less than \$10.
- iv. The fund shall be used for any expense that can be allocated within the financial structure and budget parameters of SaskCulture.
- v. All expenses must be accompanied by receipts for reimbursement.

3.8 Petty Cash – Cash Box

On occasion, there may be a need to collect funds at an event due to timing of receiving registration information. This practice is discouraged by including the following information on all registration forms. Payment is to be received in advance of the event through cash, money order or cheque.

- i. The Business Administrator provides a cash box of petty cash for which a designated staff member is responsible.
- ii. The designated staff member is to count the cash to confirm funds received.
- iii. This staff member will be responsible for the security and cashing out of the funds at the event and upon return to the office.
- iv. A receipt book will be provided to the designated staff member and hand written receipts will be provided to participants who request a receipt at the event. (If the participant does not request a receipt, a receipt does not need to be written at the event.)
- v. The staff member managing the funds will track incoming funds through a listing of name, the dollar amount received and method of payment (i.e. cash, cheque, money order).
- vi. The staff member will balance the funds and provide all moneys and the list of transactions to the Organizational Program Support for receipting purposes.
- vii. The Organizational Program Support will provide the funds and receipts to the Business Administrator for processing and deposit.
- viii. If it is unavoidable that an invoice must be created, complete contact information, including a phone number is to be included in the tracking information.
- ix. Tracking information form attached in appendix 1 – Petty Cash – Cash Box Tracking Form

3.9 Administered funds (E-2, EL-6 & EL-14)

At the discretion of the General Manager SaskCulture may administer funds on behalf of the community, if the administration of the fund does not contravene the regulations governing non-profit corporations.

- i. The fund supports activity consistent with the mandate of SaskCulture.
- ii. The fund is administered according to SaskCulture, the Saskatchewan Lotteries Trust Fund financial policy and procedures or agency requirements.
- iii. Interest earned on fund investment is retained by SaskCulture as a service fee for funds management and is to be transferred to SaskCulture operating account.

3.10 Corporate Credit Cards

- i. Corporate credit cards for SaskCulture are used to purchase goods and services, staff and Board expenses where applicable
- ii. Gratuities shall limited to a rate of 15%-20%
- iii. Card transaction shall be reconciled monthly, by the card holder, and submitted to the Business Administrator with a completed reconciliation form, including account number goods are to be charged to (see section 7.2), and supporting receipts.
- iv. Credit cards are not to be used for personal expenses.
- v. Corporate credit cards are issued to managers and coordinators with credit limits established by the General Manager. Credit Cards are issued following a successful three month performance appraisal. Signatures are required by the cardholder name only.

3.11 Processing Goods / Services

- i. Most purchases of goods & services must have a payment voucher to support it along with an invoice or other support documentation outlining charges. Routine expenses (ie. monthly internet service) will be processed by the Business Administrator and do not require a payment voucher;
 - ii. the account number that the expense is being charged to must be identified;
 - iii. where possible, GST (and PST) shall be itemized as a separate line item;
 - iv. the manager responsible for the account being charged must sign off the purchase (assignments of accounts are identified on the chart of accounts.)
- Transactions not meeting the above requirements will be returned to staff for compliance.

3.12 Purchases from Administration Centre

Printing

Printing / copying sent to the Administration Centre is to be submitted on a Photocopy Requisition. To assist charging the work to the correct account number, indicate under Special Instructions information about the print job, as well as the account number the work is to be charged to. A copy of the Requisition Form is to be provided to the Business Administrator.

If material is submitted electronically for printing, the Business Administrator is to be copied on the email.

Meeting Room Bookings

Upon booking a meeting room in an administration centre, a board room confirmation form is received. The original of this form is to be provided to the Business Administrator indicating on the form the purpose of the meeting and the accounting number the expense is to be charged to.

Mail Requisitions

Outgoing mail is accompanied by a Administration Centre Mail Requisition form. To assist charging the work to the correct account number, indicate under Special Instructions information about the mail out and the account number the work is to be charged to, i.e. membership, Student Centennial Fund.

Photocopier Codes

The photocopier is leased by the Administration Centre with billing being provided to SaskCulture. A series of copy codes has been provided to assist in charging expenses to the correct accounts.

The copy codes are designated as follows:

0212	Saskatchewan Employment Experience Program
0220	SaskCulture Corporate
0230	Membership
0240	Creative Kids
0250 – 0340	As Assigned

3.13 Telephone

Cell Phone

New Coordinators and Managers that are required to be out of office for significant periods of time due to their external work receive a \$60 per month allowance toward the cost of a cellular smartphone with data capabilities, such as a blackberry. \$30.00 is a taxable benefit, so this allowance will be paid as part of the payroll so that the applicable taxes are covered. SaskCulture also provides these employees a \$60 contribution toward the purchase, or upgrading, of a cellular device every three years. This amount is paid upon submission of an expense claim form which includes a photocopy of the paid invoice for the device. The General Manager determines the positions that receive the benefit. This benefit becomes effective following a successful three month performance appraisal.

Collect Calls

Collect calls are accepted from board and committee volunteers as a means of helping to ensure that volunteers are not covering costs on behalf of the organization as well as it is a means of reducing the expense claims required by volunteers.

Funding Toll Free Number (1-866-476-6830)

A toll free number is operational and advertised on funding materials only. The number is directed through the front desk with standard information

Purpose:

The toll free number has been installed to provide equal access for all Saskatchewan citizens to SaskCulture Inc. funding information.

Process:

The toll free number is promoted through funding information only and is not to be used to conduct other SaskCulture business or for personal use.

Long Distance (telephone & fax) – Personal Use

Staff are encouraged to use personal calling cards if it is necessary to make long distance calls during business hours. In the event long-distance calls are unavoidable arrangements for reimbursement of costs are to be made with the Business Administrator. There will be a \$3 service fee to cover invoicing, copying and receipting costs.

3.14 Equipment

If the equipment is provided for home use, a letter of agreement will be signed which includes;

- i. List of equipment complete with serial number.
- ii. Obligations of SaskCulture and the individual.
- iii. Length of term.

3.15 Loss of Personal Effects

Generally, SaskCulture is not responsible for the loss of personal items brought into the workplace. However, where an employee has been requested, and he/she agrees, to use personal effects (such as equipment) for business use, and during the course of that use incurs a loss, SaskCulture will reimburse the employee the actual cost of replacement or repair for a like product, substantiated with receipts. If the item is covered under the employee's home insurance, then SaskCulture will pay for the employee's deductible.

Personal loss from bed bug infestation: where it has been determined, in accordance with the Human Resource Manual guidelines regarding bed bugs, that an individual has suffered an infestation resulting from work-related travel, SaskCulture will pay the full cost of detection and fumigation of the employee's residence by a certified exterminator. It is the employee's responsibility to make all arrangements for selection of a technician, entry to his/her residence, etc. and invoice SaskCulture accordingly. In addition, an employee may apply for reimbursement of up to \$1,000 for out of pocket expenses related to the replacement of personal items substantiated with receipts (such as furniture, linens, appliances, laundering). SaskCulture will not pay for any costs of the following during the treatment of the infestation whether related or not: rent, mortgage or insurance of the employee's premises, utilities, alternate accommodations, food, personal hygiene supplies, or transportation.

SECTION 4: COST-PRICE POLICIES

4.1 Objectives

To define pricing jurisdictions and rates.

4.2 Fees for Service

Where deemed appropriate by the General Manager, a fee, as determined by the General Manager, may be charged for services provided by SaskCulture.

4.3 Tenders and Quotes

All Budgeted purchases over \$5000 shall be approved by the appropriate Manager

- i. The appropriate Manager shall establish evaluation criteria prior to the call for tenders and shall establish a reasonable time for receipt and review of bids or proposals.
- ii. Unbudgeted purchases over \$5000 are to be approved by the General Manager.
- iii. Any budgeted purchases by staff over \$1,000, excluding taxes should have quotes from three sources.

4.4 Cost Commitments

- i. SaskCulture shall be responsible for the expenses of the SaskCulture Board and committee members to attend meetings as required by the SaskCulture Board (GP-8).
- ii. When an employer charges a volunteer for the cost of their replacement while on SaskCulture business, SaskCulture will absorb the employee's cost upon receipt of an invoice from the employer, i.e. substitute teacher costs.
- iii. Advance payment may be made for travel reimbursement, if required. Staff working with committee members should be aware that these arrangements can be made. To provide an advance on travel expenses, an expense claim form is completed by the staff member for the mileage portion only. The expense claim is to be completed including the complete name & address and provided to the Business Administrator within the timeframe for the normal cheque run. Once the cheque is complete, the staff member takes the completed form and the cheque to the meeting. The committee member signs the expense claim prior to receiving the advance. A second expense claim will be submitted to reimburse committee members for other expenses such as meals and parking.
- iv. Currently, SaskCulture provides a monthly vehicle subsidy to managers and coordinators. The rate is \$37.50/per month. It is a taxable benefit and is paid bi-monthly every pay period. This travel allowance is intended to cover in town travel (Regina) and parking. As an exception, taxi costs to and from the Regina Airport, for those currently receiving a vehicle subsidy, are covered and will be reimbursed through petty cash (receipts are required).
- v. Staff whom do not receive a vehicle subsidy, may be reimbursed for in-town travel, for work-related duties that have been approved by their direct supervisor.

Staff members will be reimbursed for mileage at the current mileage rate, taxi fare and parking (with a receipt or at a rate of \$1/hour to a maximum of \$10/day).

- There is no reimbursement for an employee to travel to and from their primary worksite (from home to location where they are working for the day and back). Travel from an employee's primary worksite to a second worksite is reimbursed.

Expense claims for in-town travel should be submitted for payment through petty cash.

SECTION 5: BUDGETING POLICIES (EL-4, EL-6, E-2)

5.1 Objectives

To regularize the preparation of annual operating budgets.

- i. To ensure optimum participation by relevant parties in the budgeting process.
- ii. To ensure linkage of spending priorities to organizational goals and the Boards Ends Policy.
- iii. To facilitate year-end evaluation.

5.2 Time-line

Timeline for Budget

Date	Process	Staff
October	Planning Process begins	Managers & staff as assigned
November	Notify Manager and other staff at meeting to develop line items	Administration Manager
November	First Draft done by Staff and submitted to Administration Manager	Managers & staff as assigned
December	Spending Plan Meeting Results	Board & General Manager
December	Review of overall budget	General Manager and Administration Manager
December	General Manager review with staff to identify gaps	Managers & staff as assigned
December	Final Edits	Administration Manager
January	Draft to Board Meeting	General Manager
January	Identify significant changes & communicate to Managers	General Manager
March	Submission to Saskatchewan Lotteries Trust Fund	Administration Manager

5.3 Format

The annual operating budget shall be prepared in detail with supporting schedules. According to the accounting structure established to accommodate ongoing financial activity. Managers will develop detailed support articulating assumptions and rationale for the budgeted accounts for which they are accountable. This detail must accompany budget estimates.

SECTION 6: RECORD-KEEPING POLICIES

6.1 Objectives

To support all financial policy objectives by ensuring the ongoing use of an effective system to account for financial transactions.

6.2 Accounting Structure

SaskCulture shall maintain an accounting structure consistent with the reporting requirements of Saskatchewan Lotteries Trust Fund, Non Profit Corporation Act, the Canadian Auditing Guidelines and appropriate agency requirements.

6.3 Ledgers

SaskCulture shall maintain appropriate instruments to ensure satisfactory accounting of financial transactions, including:

- i. consecutively numbered receipts
- ii. bank deposits cross-referenced to receipts
- iii. invoice ledger cross-referenced to cheques issued and consecutively numbered
- iv. cash receipts journal
- v. cash disbursement journal
- vi. general journal
- vii. bank reconciliation ledger
- viii. accounts receivable ledger
- ix. accounts payable ledger

SECTION 7: ACCOUNTABILITY POLICIES

7.1 Objectives

- i. to ensure that accountability standards meet the expressed requirements of Saskatchewan Lotteries Trust Fund, Non Profit Corporation Act and other funders.
- ii. to ensure appropriate internal controls in financial management.
- iii. to ensure decision-makers at the Board level are well informed in regard to financial operations.

7.2 Purchase Process

Payment voucher Process:

The following summarizes the process for payment vouchers:

Payment vouchers are a commitment to payment and provide the Business Administrator with the support documentation and authorization to pay for services / products received.

Staff members who have been assigned responsibility for specific aspects of the budget are issued a payment voucher book which is for their use only.

1. The staff member making the arrangements for the goods / services create the payment voucher ensuring the costs are correct, the payee address is correct & complete and the appropriate account number is identified. Payment vouchers with missing information will not be processed rather will be returned to the staff member requesting payment.

GST & PST must be broken out and identified on the payment voucher.

Multiple accounts may be charged on the same payment voucher when they are included on one invoice.

2. The white copy of the payment voucher is clipped to the back of the support documentation and provided to the Business Administrator.

3. Credit Card Purchases

SaskCulture provides credit card payment for purchases on secure reputable sites only over the internet. These include airline, hotel and computer services. An invoice is required.

- i. When statements are received, each credit card holder is responsible to reconcile his/her statement. Purchases are recorded on a reconciliation form and submitted, together with supporting receipts, to the Business Administrator as soon as possible after receiving the statement. Credit card invoices must be paid on the 10th of each month to avoid interest charges. The invoice can only be paid after all individual purchases have been accounted for and charged to appropriate accounts.
- ii. If staff use the corporate credit card while traveling they are to indicate on their expense claim (right hand top corner) that they have used the card during this travel. This expense claim will be held until the VISA statement arrives. This ensures that relevant charges are deducted from the expense claim if necessary. In these instances, the Business Administrator is required to cross reference the expense claim and the VISA statement and this process allows this to take place.
- iii. Corporate credit cards are not for personal purchases. If personal charges occur there will be a \$20 admin fee, per personal use, to cover invoicing and receipting cost.
- iv. Credit cards should be used only for purchases greater than \$10, where possible.
- v. Credit card slips lost and not submitted are the responsibility of the staff member.
- vi. Signatures are required in the cardholder name. As a risk management process, a second signature by a manager is required on the reconciliation form.

4. Credits

In the event that goods are returned and a credit is issued, the credit information is provided to the Business Administrator including the payment voucher date of the initial order.

5. Process if expenses reimbursed by another organization

When participating on committees for external organizations, the participant is often reimbursed for related expenses. In this event, it would be appropriate for the staff involved to personally cover the expenses and submit the expense claim to the external organization as an individual rather than on behalf of SaskCulture Inc.

7.3 Financial Monitoring

Chart of Accounts

The Manager responsible for each account on the chart of accounts has been identified. The Manager identified will develop the budget and monitor the activity in these accounts. This work may be assigned to other staff but the manager is accountable for the development & monitoring.

To ensure accountability and control, the accounts listed are the only accounts the manager or staff they supervise should be charging against. In the event other accounts need to be used, it should be done in consultation with the appropriate manager and that manager should be authorizing the purchase. Additional accounts will only be considered at the commencement of a fiscal year. For consistency, stale accounts will remain in the chart of accounts for 3 years following the date they are discontinued.

Monthly Financial Statements & General Ledger Transaction Listing

The monthly financial statements and the transaction listing will be provided to managers to review to ensure that the activity is charged to the correct account, as well as reviewing the activity for relevant charges. Only those accounts with activity, in the prior month, will be distributed.

Questions of clarification are to be taken to the Business Administrator. If this work is done by staff supervised, all requests should be done through the Manager.

7.4 Signing Authority (EL-10, EL-8)

All cheques drawn by SaskCulture shall be signed by two authorized signators, being the General Manager, Program Manager, Communications Manager and Administration Manager. For emergency purposes only, Dennis Garreck will continue to have signing authority for as long as he is employed by SaskCulture. Due to holidays or external work commitments, there may be a maximum allowance of 5 business days for cheques to be co-signed. Any cheques dated more than 5 days old, and not duly signed, will be voided and reissued. For segregation of duties, the Business Administrator would not be designated as a signing authority. Managers will not sign cheques payable to themselves, for those purchases which they have exclusive authorization..

7.5 Internal controls

- i. All cheques issued must be supported by corresponding documentation, i.e. an invoice, expense claim, or payment voucher. The payment vouchers are signed by the individual who is responsible for making purchases on behalf of SaskCulture. The payment vouchers are required for all purchases except routine, reoccurring expenditures, such as, rent, payroll and utilities.
- ii. No cheque issued to an individual shall be signed or counter signed by that individual
- iii. Expense claims must be submitted on the authorized forms (appendix d). No reimbursement is to be issued without adequate receipts. All contact information & purpose of expense must be completed prior to submitting for payment.
- iv. Receipts must be issued on the consecutive numbered receipt forms acquired for this purpose.
- v. Internally administered (i.e. MIF, MCDF, AACL, MGP, MCEP, SEGP & CBF) funds managed by SaskCulture will be reconciled monthly to financial statements and signed off by appropriate staff.
- vi. Requests for honorarium payments or payment for speakers at events will be supported by correspondence or a letter of agreement which outlines SaskCulture's commitment.
- vii. Cheques can not be written, duly signed, and held in the office for more than 30 days.

7.6 Auditor Qualifications

The auditor shall be appointed at the Annual General Meeting. Annually, the auditing firm is recommended by the Board and approved by the membership. The auditor shall be selected from firms in good standing with the Institute of Chartered Accountants of Saskatchewan. A tender for service shall be carried out every five years, or as deemed appropriate by the Board

7.7 Reporting

- i. A complete set of unaudited financial statements shall be produced for each month-end before the 3rd week of the subsequent month, and circulated to the Board of Directors and Audit Committee.
- ii. Audited financial statements shall be produced and reviewed by the SaskCulture Board and sent to the membership at least 14 days prior to the Annual General Meeting.

7.8 Statement format/Budget control

The format of monthly and audited financial statements shall conform to the SaskCulture accounting structure. The monthly financial statements should include the following, the balance sheet, a summary of operations, and a detail statement of operations as well as all information in the checklist [Z:\Forms\monthly checklist.DOC](#). and any other information deemed appropriate by the General Manager. Monthly statements are reviewed by the Administration Manager with the General Manager reviewing them quarterly. All expenditures exceeding the budgeted amount for any expense category in a given year shall require the approval of the General Manager.

Note 1

Policy and Procedure for Acquisition

1. Routine Office Supplies

These are supplies which have an expected life-time of less than a year, such as paper, paper clips, pens, scotch tape, message pads, post-it notes, etc.

Policy

- i. All purchases should be within budget limits.
- ii. All purchases should meet the needs of the office.
- iii. All purchases should be bought at the lowest possible price.
- iv. All requests should be directed to one staff person who is assigned to handle the acquisition.

Procedure

- i. Check the inventory
- ii. Check the budget
- iii. Compare prices
- iv. Order from the supplier who gives us the best price and the best service

2. Non-Routine/Fixed Office Products

These are products, which have an expected lifetime of more than one year, such as furniture, equipment, flip chart, software, etc.

Policy (EL-7)

- i. All purchases should be within budget limits.
- ii. All purchases should meet the needs of the office and the short-term or long-term goals of the organization.
- iii. All purchases which cost more than \$1000 require the approval from the Administration Manager.
- iv. All purchases which cost more than \$5000 require the approval from the General Manager.
- v. All leases will be reviewed by legal council and signed by the General Manager.
- vi. Proposals from more than one company should be obtained.
- vii. Proposals should be compared according to the following criteria:
 - a) Price of the product
 - b) Features of the product
 - c) Durability of the product
 - d) Quality of the product
 - e) Services and support available
 - f) Delivery date
 - g) Degree of user friendliness
 - h) Goodwill/reputation of the company
 - i) Operating cost
 - j) Resale value
- viii. Once the item has been purchased, it will be added to the inventory list with the date purchased, price, and serial number (if applicable)

Procedure

- i. Discuss with staff members to identify the needs.
- ii. Check budget.
- iii. Get information from more than one supplier.
- iv. Ask the suppliers to send in proposals.
- v. Ask for demonstration if possible.

- vi. Evaluate the different options according to the criteria specified in the policy.
- vii. Submit background information, rationale, analysis and request for acquisition recommendation to the Administration Manager.
- viii. Obtain appropriate approval..Update inventory list.

Policy and Procedures for Disposition of Fixed Assets

Fixed assets are defined as any equipment or product which has an expected lifetime of more than one year.

Policy

- i. Assets will be disposed if they are obsolete or have been damaged and they no longer meet the needs of the organization.
- ii. Assets will be disposed at, or close to, the fair market value.
- iii. The disposed assets will be offered to the staff first, and to members and other non-profit organizations second. Where the item has no market value, it will be donated to a community group.
- iv. Once the item has been disposed of, it is removed from the inventory list.

Procedure

- i. Contact suppliers to establish a fair market value of the product.
- ii. Once the fair market value has been established, the item will be advertised to all SaskCulture staff.
- iii. Remaining equipment that is still useful will be donated to an organization which can make use of it. The item will be discarded if it is useless or damaged.
- iv. Remove the item from the inventory list once it is disposed.

Developed by: Business Administrator, pre 2001

Revised by: Administration Manager, June 2010

Renewal This policy will be reviewed annually in January to check against current practice.

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