Financial Accounting

Title: **Board and Committee Accounts Policy**	**Policy Number:** **FI-04**
Authority: Resolution 2026-203 - July 21, 2026 Council Minutes	**Next Review:** March 2029

Purpose:

To establish clear guidelines for the creation, use, management, and oversight of accounts held by municipal boards, committees, and affiliated groups operating in connection with the Town of Carrot River.

These accounts exist to support approved activities, programs, and services that benefit the community and align with the Town's strategic priorities.

Scope:

This policy applies to all accounts held in the name of or on behalf of:

Carrot River Recreation Board
Carrot River Economic Development
Carrot River Donor's Choice
Carrot River Board of Trade (Until it is no longer operating though CRED)

Ownership and Accountability:

All accounts are considered affiliated with the Town of Carrot River, regardless of whose name appears on the account.

The applicable board or committee is responsible for the day-to-day management of its account.

Ultimate oversight rests with Town Council.

Use of Funds:

Funds held within these accounts must:

- Be used solely for purposes related to the board or committee's mandate
- Support approved programs, services, events, or equipment
- Not be used for personal benefit or activities outside the scope of the organization

Signing Authority and Access:

Each account must have a minimum of two (2) and ideally three (3) authorized signatories. Signatories should include:

- At least one board/committee representative
- One designated liaison (e.g., staff or Council, if applicable)

A minimum of two signatures is required for all withdrawals or payments.

A current list of authorized signatories must be maintained and updated annually or upon membership changes.

Financial Reporting:

Boards/committees must provide a summary of account activity to the Town on an annual basis, at minimum. Additional reporting may be requested by Council.

Records must be maintained in a clear and organized manner and made available upon request.

Transparency and Alignment:

Activities funded through these accounts should align with municipal policies, bylaws, and approved plans.

Boards/committees are encouraged to coordinate with the Town to ensure transparency and avoid duplication of efforts.

Risk Management:

Where applicable, expenditures must comply with Town policies, including procurement and insurance requirements.

Any fundraising or major financial initiatives should be communicated to the Town in advance.

Changes in Membership:

When a signing authority or key member leaves their role:

- Their access must be removed promptly
- Replacement signatories must be appointed without delay

Dissolution of Board or Committee:

In the event that a board or committee is dissolved or becomes inactive:

- All remaining funds must be transferred to the Town of Carrot River
- Council will determine the appropriate allocation of funds, giving consideration to the original intent of the account

Policy Review:

This policy shall be reviewed periodically and updated as required by Council.