

**POL.2021.02****Title: *Financial Management*****Type:** Policy**Authority:** Board**Resolution No.:** NIKLA 2021-012**Associated Documents:** ●**POL.2021.02.1****Guiding Principles**

1. NIKLA will:
  - a. Use an open, accountable, fair and efficient process for procurement.
  - b. Procure goods and services from responsible suppliers who follow ethical standards and who supply “green” products.
  - c. Access member expertise, where available, in lieu of contracting out projects.
2. Council Directors must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to NIKLA, whenever there may be a direct or indirect interest in said work or project.
3. It is understood that members are practitioners and may be participating on projects with their organizations and NIKLA in partnership. These shall each be approved by Council to avoid the appearance of conflict.

**POL.2021.02.2****Procurement****1. Competitive Process**

- a. All items over \$5,000 shall be subject to a competitive process unless approved by Council according to *Sole Sourcing and Single Sourcing*. Competitive process includes Request for Proposals (RFP) or Bid and Tender.
- b. An RFP shall include set criteria for the proponents to respond to and shall be publicized for no less than two (2) weeks via the NIKLA website. The closed envelope evaluation process shall include a committee to screen, independently evaluate, and consensus rank the proposals according to the criteria. The lowest bidder need not be awarded. The proponent who scores the highest shall be awarded, based on the criteria set in the proposal. The binding party shall be the Co-Leads following Treasurer review.
- c. Bid and Tender are requests for a closed envelope bid. The lowest complete bid to address the complete needs as set out within the posting shall be selected.
- d. No contract or purchase may be divided to avoid any requirements of this procedure.
2. **Sole Sourcing and Single Sourcing** may occur when items are within the range of \$5,000-24,999, providing the Executive approves said purchase, and the Board approves at the next Board Meeting. For approval of items of \$25,000 and above, a request, with rationale, must be submitted to the Board prior to making any purchase.
3. **A Vendor of Record (VoR)** list may be developed by NIKLA via a competitive process.
  - a. Such VoR arrangements may not exceed a three-year commitment but may be renewed following a subsequent competitive process.

- b. NIKLA may also select a vendor from pre-selected VoR lists provided by a provincial/territorial government, Canadian Government, professional association, or an organizational/institutional member as a partner on a project.

#### **POL.2021.02.3 Authority to Award and Bind**

1. Following the procurement process:
  - a. The Co-Leads or Treasurer shall authorize payments for any item or expense within approved budget lines.
  - b. The Co-Leads shall award and bind any contracts under \$25,000 or any contracts selected through an RFP process up to \$250,000.
  - c. The Council shall award and bind any contracts above \$250,000.
2. Communities, which have been provided with a budget, may authorize and award up to \$25,000 without Council resolution, providing the purchases are within the awarded budget. The Treasurer shall be involved as a procedural resource and may require specific procedures be maintained.

#### **POL.2021.02.4 Financial Authority**

1. Any three members of the Co-Leads, Treasurer and Secretary shall be listed as signing officers on all Council held bank accounts. Two of three signatories are required for transactions including the Treasurer. This may be completed by email approval with the Treasurer signing payment releases.
2. The Treasurer shall authorize payment of all invoices and payroll within budgets up to a maximum as referenced in Section 4.
3. The Treasurer may make any electronic funds transfer (EFT) on behalf of Council, within budgetary allowances.
4. One of the Co-Leads or the Treasurer may apply for and bind any grants deemed appropriate for the operations of the BMPL.
5. The Treasurer may accept donations of cash, in-kind, or materials to support the operations of NIKLA. (See Section 8)

#### **POL.2021.02.5 Reallocation of Budget**

The Executive shall have the authority to reallocate approved budgets with the following exceptions:

1. Council Resolution is required for Operational or Salary Reallocation over 10% of the budget and may not impact the bottom line.
2. Council Resolution is required for Capital Reallocation over 10% of the budget.
3. Reallocation or adjustments which impact the bottom line of any individual budget (e.g. operational, capital, minor capital, or employment) require Council resolution.

#### **POL.2021.02.6 Reimbursement of Expenses**

The Treasurer shall reimburse pre-approved expenses upon submission of original itemized receipts.

**POL.2021.02.7 Authorization of Reserve Accounts**

1. The Executive may authorize the annual roll-over of any unused funds or interest into reserve or project accounts.
2. A Council resolution is required to access operational reserves.
3. A Council resolution is required for authorization of all NIKLA investments.

**POL.2021.02.8 Acceptance of Donations**

1. Donations may be accepted in any amount.
2. In-Kind donations or donations of property or assets shall be made in accordance with CRA standards.

**POL.2021.02.9 Disposal of Assets**

The Executive may determine from time to time what items will be considered surplus and dispose of these surplus items through sale or in an environmentally respectful manner.

**POL.2021.02.10 Lotteries and Contests**

1. Council Directors and members of their immediate families are not eligible to win contests sponsored by the NIKLA.
2. Council and members of their immediate families may participate in raffles, as these are games of chance.
3. Lottery and contest rules shall be published on the NIKLA website and available in print to those by request. Rules must follow all relevant legislation.

**POL.2021.02.11 Whistleblower Statement**

Any member of Council, general member, or volunteer who has knowledge of deficiency in, or non-compliance with, NIKLA policy shall report with impunity to Council, or if Council is suspected and no action is taken, authorities.

**POL.2021.02.12 Review Cycle**

This policy will be reviewed at least every three years.

Original Approval: 2021-11-25