



Cochrane Minor Hockey Association (CMHA)

Policy Title: Expenses and Purchasing Policy

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 Overview

This policy provides a consistent framework of authority for CMHA Executives to manage and approve expenditures. It establishes clear procedures for expense approval, purchasing, and fiduciary responsibility when larger or non-budgeted purchases are required.

2.0 Expenses

- 2.1 The **President, Vice Presidents, and Finance Director** must approve all expense claims and ensure their validity.
 - 2.2 No individual may **sign a cheque payable to themselves**.
 - 2.3 CMHA cheques will **not be issued without a detailed receipt** supporting the expense.
 - 2.4 CMHA Executives may **submit approval for non-budgeted purchases** not exceeding **\$5,000**, provided these purchases support the operational needs of their respective programs.
 - 2.5 All purchases require **approval from at least two CMHA Executives** or the **Finance Director**.
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3.0 Purchasing

- 3.1 The CMHA Board is responsible for ensuring that all purchases are made in a **cost-effective and responsible manner**, and that CMHA funds are spent appropriately.
- 3.2 All Board Members must **adhere to the CMHA Purchasing Policy Rules and Guidelines**.
- 3.3 Any Board Member found violating the purchasing guidelines may be **suspended or removed** from their position, subject to a **two-thirds (2/3) majority vote** by the Board.



3.4 Authorization to purchase must come from an established **budget line** or by a **Board vote** following the procedures and policies outlined in this document.