Corridor Minor Baseball Association Finance Policy

Effective: May 2026

Purpose

Home to the East Hants Nationals, Corridor Minor Baseball Association (CMBA), is a non-profit organization registered as a Society with the Nova Scotia Registry of Joint Stock Companies. CMBA welcomes players between the ages of 4 - 18yrs. Our fields are located at the George P. Horne Memorial Fields in Enfield, Lions Den Park in Enfield, Milford Recreation Centre in Milford, and Nine Mile River Community Hall.

CMBA's mission is to offer affordable and accessible baseball programming in a fun and safe environment for all youth who live in East Hants and beyond.
CMBA's Finance Policy provides clear financial guidelines to CMBA Members for accomplishing CMBA's mission, while ensuring adherence to accounting standards for non-profit organizations as defined by CRA and the Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

Records Retention

The Treasurer and Assistant Treasurer save all financial records electronically including supporting emails, quotes, invoices, receipts, bank reports, financial statements, and income tax filings.

Operating Expenses and Capital Expenditures

Operating expenses are recurring costs required to run the baseball programs, whereas capital expenditures are longer-term investments in buildings and equipment that benefit future periods. For accounting purposes CMBA chooses to fully expense capital assets in the year they are acquired, rather than record the purchases as assets and amortize them over time. This is done in accordance with section 4433.26 of ASNPO (Section 4433 - Tangible Capital Assets Held by Not-for-Profit Organizations | BDO Canada). Separate revenue streams are used to finance operating expenses and capital expenditures as outlined below.

Operating expenses are financed with CMBA registration fees. Operating expenses include, but are not limited to the following items:

- Annual fees for income tax filing and Registry of Joint Stocks renewal
- Bank charges
- Baseball Nova Scotia annual dues, which covers liability insurance
- Baseball supplies (field marker, baseballs, catchers' gear, umpire gear for junior umpires, training equipment, line up boards, scorebooks, etc.)
- Bluenose league registration costs and Bluenose Provincials fees (Qualifier fees if applicable are a team expense – see **Team Operations** section)
- Equipment fuel, repair, and maintenance
- Field rental costs
- House league playoff fees
- IT Costs – website hosting, RAMP, Skedda (Scheduling)
- Marketing expenses including Christmas parade costs and signage
- NS Power for field lights
- Training fees for coaches and players as approved by the CMBA Executive
- Umpire fees for all league games – Bluenose league and House League
- Umpire Coordinator fee (currently at $5 per game as of January 2026)
- Uniforms and hats for players and coaches
- Field maintenance employee wages, source deductions, and mileage reimbursement for travel between fields. The mileage rate used will match the Umpire reimbursement rate detailed in Schedule A of the BNS Handbook.
- 50/50 ticket printing and winner payout

CMBA canteen revenue is used to finance canteen purchases and canteen employee wages. Canteen profits, auction revenues, and unrestricted donations are used to finance capital expenditures, or cover operating shortfall, or to finance any other cost the CMBA Executive approves that is consistent with fulfilling CMBA's mission. Capital expenditures are also financed through grants. The CMBA Executive Committee may use annual operating profits to invest in capital expenditures or reduce registration fees in the following year.

Restricted Contributions

Donations received with specific instructions from the donor may only be accepted if fulfilling those instructions are in accordance with CMBA's mission. Once accepted, the donation will be used as per the donor's instructions.

CMBA Cannot Issue Donation Receipts

As a non-profit organization, CMBA and CMBA Teams cannot issue official donation receipts for tax purposes (Non-profit organization - Canada.ca).

Ineligible Costs

CMBA may not use funds for the following:

- Any costs that are not consistent with fulfilling CMBA's mission
- Cash donations to members. As per Income Tax Act, Paragraph 149 (1)(l), *"No part of the income of which is payable to, or is otherwise available for, the personal benefit of any proprietor, member, shareholder, trustee, or settlor thereof"*. This does not preclude members from being paid for services rendered. (https://cof.org/content/nonprofit-law-canada#Inurement)

Raffle-Type Fundraisers

For raffle-type fundraisers, CMBA must apply for a lotto license and follow the instructions provided by the Province of Nova Scotia: Ticket Lottery Permit: single draw ticket raffle with prizes $4,000 and under - Government of Nova Scotia

Rep Fee: Bluenose League vs House League

Registration will include a **Rep Fee** portion for players registering to try out for a Bluenose League team. The **Rep Fee** is the difference between Bluenose registration, plus Bluenose Provincials fees, plus tryout related costs (i.e. dome rental), and House League costs. Players will have the option to opt out of Bluenose League Tryouts for age divisions where a Sackville House League team is available. Opting out will reduce registration by the **Rep Fee** and the player will be assigned to the Sackville House League team for their age division. Players who try out and do not make a Bluenose team will be refunded the **Rep Fee**, less any tryout related costs (i.e. dome rental).

Budget, Financial Statements and Tax Return

With input from the CMBA Executive Committee, the CMBA Treasurer will prepare the annual budget which will define:

- Operating costs by age division
- Registration fee by age division to cover operating costs
- Capital purchase recommendations

CMBA Membership will vote on the budget at the Annual AGM.

CMBA has a fiscal year of January 1 – December 31. While CMBA is a non-profit organization and is exempt from paying income taxes, CMBA is still required to file a T2 Corporation Income Tax Return. The CMBA Treasurer will prepare the annual income statement and balance sheet for presentation at the AGM. Following the AGM, the financial statements will be submitted to the third-party accounting firm for preparing and filing the T2 Corporation Income Tax Return and T1044 Non-Profit Organization (NPO) Information Return.

HST

CMBA is not registered for HST collection and remittance because revenues from taxable supplies do not exceed the following $50,000 threshold: *“An NPO is a small supplier if the total amount of all revenues (before expenses) from the worldwide taxable supplies of all of the organization's activities and those of its associates, is $50,000 or less in any single calendar quarter and in the last four consecutive calendar quarters.”* GST/HST Information for Non-Profit Organizations - Canada.ca

Membership fee revenue and revenue from donations or grants are exempt from HST and therefore not taxable supplies, as outlined in the screenshots below (GST/HST Information for Non-Profit Organizations - Canada.ca)

Recreational programs

Membership fees and services for recreational programs established and operated by an NPO are exempt if they consist of supervised instructional classes or activities involving athletics, outdoor recreation, music, dance, crafts, arts, hobbies, or other recreational pursuits in the following circumstances:

- you provide them primarily to children 14 years of age or under and they do **not** involve overnight supervision throughout a large part of the program
- you provide them primarily for individuals who are underprivileged or who have a disability

Donations, grants, subsidies, and sponsorships

Donations and gifts

The GST/HST does **not** apply to donations and gifts. A donation or gift is a voluntary transfer of money or property for which the donor does **not** receive **any** benefit in return. If the donor receives property of nominal value, such as a key ring, a pin, or an envelope seal, in exchange for the donation, the donation will still not be subject to the GST/HST.

However, if the donor receives a property or service of more than nominal value in exchange for the donation, the payment may be subject to the GST/HST, **unless** the property or service is an exempt or zero-rated supply.

Grants and subsidies

As an NPO, you may receive grants, contributions, subsidies, forgivable loans and similar payments (often referred to as transfer payments).

If there is a direct link between a payment you receive and a supply you provide to either the grantor of the transfer payment or a specified third party, the transfer payment may be regarded as consideration for a supply. If this is the case, the transfer payment may be subject to the GST/HST.

Team Operations

Team Bank Account:

The Team Manager may also take on the role of Team Treasurer. The Team Treasurer is required to open a separate bank account for administering team funds. The Team Treasurer may either open the team account with a bank or open a separate personal account that is used strictly for team operations. Should the Team Treasurer choose to open the account with a bank, please contact the CMBA Treasurer at cmbatreasurer@yahoo.com for the Bank Letter. Either way the Team Treasurer will choose a plan to support the volume of transactions projected to be incurred by the team. All bank fees are charged to the team.

Team Staff, including the Team Treasurer, may purchase approved team budget items and then be reimbursed by the Team Treasurer from the team account. The Team Treasurer is responsible for saving supporting documents for all transactions in the team bank account. For debits this includes invoices and receipts and for credits, this could include e-transfer notifications from parents and sponsors. For example, the Coach spends $500 on tournament registration and forwards the receipt. The Team Treasurer reimburses the Coach from the team bank account. While the $500 was not paid directly from the team account, it is still properly supported by the Coach's receipt.

At all times, the team bank account balance must reconcile to the current balance as recorded in the **Team Finances Form** provided by CMBA. A Team Parent may request that the CMBA Executive Committee obtain a **Team Finances Form** from their Team Treasurer. The Executive Committee will make the request and the Team Treasurer will provide the file within 48 hours of receiving the request. The Executive Committee may also request to see the supporting documents for any transactions and the Team Treasurer will comply with this request. The Executive Committee will review whether spending is in accordance with the approved budget. Any issues will be addressed with Team Management.

Team Budget and Year-End Reconciliation:

- The Team Treasurer will create a team budget using the **Team Finances Form** provided by CMBA. The budget may only include items in the **Permitted Team Expenses** section of this policy. The budget will detail projected parent contributions, sponsorship revenue, fundraising revenue, and expenses.

- Each team will hold a parent meeting as early as possible to present the team budget for approval. Each family has one vote, and the budget is approved with a vote of 50% or higher.

- No later than the 3rd Friday of June, the Team Treasurer will submit the approved budget to the CMBA Treasurer at cmbatreasurer@yahoo.com. The CMBA Treasurer will either approve the budget or reject the budget with required corrections. If the budget is rejected, the Team Treasurer will make the corrections and return the updated budget to the parents.

- The Team Treasurer may revise the budget prior to the 4th Friday in July based on actual costs, fundraising, and sponsorships, being different than original projections. The revised budget will require approval from the parents. The revised budget is then resubmitted to the CMBA Treasurer for approval at cmbatreasurer@yahoo.com.

- By the 4th Friday of September, the Team Treasurer will complete their year-end reconciliation and send the final **Team Finances Form** and any remaining balance via e-transfer to corridorminorbaseball@gmail.com.

Permitted Team Expenses:

Teams may raise funds for the following purposes:

- Bank Charges
- Equipment and baseballs that are additional to the supply provided by CMBA. Any equipment purchased must be donated to CMBA at season end for use by future teams.
- Exhibition games - umpire fees and field rental costs if applicable
- Non-Relative Head Coach travel expenses as explained in the **Non-Relative Head Coach Travel Reimbursement** section below.
- Reasonable team meals
- Reasonable costs for season-end party, trophies and awards
- Team apparel – batting jackets, hoodies, backpacks etc.
- Tournament registration fees – Bluenose Provincials are paid by CMBA. All other tournaments must be paid for by the team, including Bluenose Qualifier Fees, because not all Bluenose leagues have qualifiers.

* Teams wishing to raise funds for anything not listed must receive approval from the CMBA Treasurer. For example, if a Team wishes to use team funds to assist with team travel expenses for an away tournament, the Team must contact the CMBA Treasurer for approval.

Expenses Not Permitted:

Teams may only incur expenses for approved budget items. Team funds may not be used for the following purchases:

- Equipment for a single player (any equipment purchased must be for the team and donated to CMBA at the end of the season)
- Gift/Credit cards for players, team staff, or parents
- Single family travel expenses (i.e. team funds cannot be used to benefit a single family but can be used to assist with group travel in select situations, when approved by the CMBA Treasurer).

Team Loans from CMBA:

The Team Treasurer may request a loan from CMBA for tournament registration fees. The request with supporting documentation can be sent to the CMBA Executive Committee at corridorminorbaseball@gmail.com. The loan is to be repaid as soon as team funds are available. CMBA will only approve loans for tournament fees.

Parent Contributions:

Parents are responsible for paying 50% of the projected parent contribution to the Team Treasurer by the 4th Friday in June. This ensures the team has funds available for making team payments. Parents are responsible for paying the remaining 50% by the 1st Friday in August. Any issues with Parent Payments are to be reported to the CMBA Executive Committee at corridorminorbaseball@gmail.com.

Parent contributions are refundable if budgeted expenses were not incurred or not incurred to the level originally budgeted (i.e. cancelled tournament or non-relative head coach travel expenses are not as high as budgeted). Parents may be refunded in these situations up to the level of their original contribution.

Sponsorship and Fundraising Funds:

Any sponsorship or fundraising funds remaining in the team bank account at the must be sent to CMBA at corridorminorbaseball@gmail.com in accordance with the **Team Budget and Year-End Reconciliation** section above. Sponsorship and fundraising funds may only be used for team expenses or sent to CMBA at season end; they may not be disbursed back to parents.

Sponsorship Guidelines:

Team Staff have the following duties regarding corporate sponsors:

- Explain what the sponsor funds will be used for and how the sponsor will be recognized (i.e. sponsor logo on a team banner to be posted at games)
- Ensure commitments to sponsors are kept (i.e. banner put up at games)
- Provide background about the team (level, league etc.)

Fundraising Guidelines:

Teams may undertake additional fundraising activities throughout the season, provided such activities do not present a health and safety risk for participants. For raffle-type fundraisers, Team Staff must apply for a lottery permit and follow the instructions provided by the Province of Nova Scotia: Ticket Lottery Permit: single draw ticket raffle with prizes $4,000 and under - Government of Nova Scotia. Appendix A details the organization info to enter for the lottery permit.

Non-Relative Head Coach Travel Reimbursement:

A Non-Relative Head Coach is a Head Coach who is not related to any of the players on the team as family or extended family (i.e. not a player parent, sibling, grandparent, uncle, aunt, or first cousin). Teams are responsible for reimbursement of Non-Relative Head Coach travel expenses. Non-Relative Coaches are not reimbursed for travel between their home and their home field location for practices, home games or home tournaments, but are to be reimbursed for mileage when using their own vehicle, meals, and lodging when required, for away games and away tournaments. CMBA recommends using the Umpire rates detailed in **Appendix A** of the **Baseball Nova Scotia Handbook** as a guideline for Non-Relative Coach travel reimbursement. An approved budget amount is to be determined at the beginning of the season between the Non-Relative Head Coach, the Team Manager, and the Parents. The Non-Relative Head Coach would then submit travel expenses for reimbursement as incurred throughout the season. If your team is considering travel reimbursement for a Non-Relative Assistant Coach, please contact the CMBA Treasurer to discuss before including in your team budget, and remember that budgets must be approved by the parents as noted above.

Appendix A

NOVA SCOTIA

Ticket Lottery Permit for prize value $4,000 and under

Tell us about your organization

Organization name

Corridor Minor Baseball Association

As the applicant, what is your role within the organization?

Team Treasurer

Organization email

corridorminorbaseball@gmail.com

Organization phone number

(optional)

Organization address

45 Mill Village Road

Apt/Unit

(optional)

City/Town

Shubenacadie

Province

Nova Scotia

Postal code

B0N 2H0

The organization is: (select the one that most applied to you)

- ○ a designated or registered educational institution
- ○ a registered club, such as the Lions Club
- ○ a registered religious organization
- ○ a Royal Canadian Legion
- ○ registered as a charity with CRA
- ◉ registered with Joint Stocks as non profit
- ○ none of the above