

# Financial and Administrative Policies & Procedures

**Introduction:** The Tamil Community Centre (TCC) is committed to the highest standards of financial transparency, accountability, and community trust. We believe that our donors, partners, and community members have the right to understand how we manage funds and make decisions. By sharing an overview of our financial and administrative policies, we aim to answer common questions about TCC's financial controls, internal processes, and risk management strategies. The following sections outline how we handle day-to-day financial operations, fulfill our reporting obligations, and manage fundraising activities. This public-facing summary highlights our commitment to transparency and credibility, without disclosing sensitive details that could compromise our security. We hope this information reassures our community that every dollar entrusted to TCC is managed responsibly and with care.

## A. Day-to-Day Operations

TCC manages its daily finances through clear procedures and multiple layers of oversight. Our day-to-day operations ensure that all expenditures are reviewed, approved, and documented properly. We use modern financial tools to streamline our processes while maintaining strict controls. Below is an overview of how we handle monthly invoices, payments, and financial reporting:

**Invoice & Payment Approval Process (Monthly):** We follow a consistent monthly workflow to review and approve all invoices and expenses. This multi-step process adds checks and balances to our daily operations:

1. **Invoice Recommendation:** Staff, consultant or committee members compile and recommend invoices and bills that are due for payment. Each expense is reviewed to ensure it's valid and within our budget and project plans.
2. **Board Approval:** The list of recommended payments is presented to the Board of Directors for review. No payment is made without the Board's approval, providing oversight at the highest level. This step ensures that every expenditure is justified and in line with TCC's objectives and budget.
3. **Documentation (Hubdoc):** Once approved by the Board, each invoice and receipt is uploaded to Hubdoc, our secure digital document management system. Hubdoc serves as a central repository for all financial documents, allowing for organized record-keeping. By storing invoices in Hubdoc, we ensure there is a clear audit trail and that all supporting documents are easily accessible for review or audit.

4. **Book keeping:** Book keeping is handled by a third party accounting firm. They facilitate the documentation and payment process via Hubdoc and Plooto. As stated above, once the invoices are uploaded in the Hubdoc, their staff process them in the Quickbooks with necessary account coding and upload them in the Plooto platform to process the payment.
5. **Payment Processing (Plooto):** Approved invoices are then scheduled for payment through Plooto, our electronic payments platform. Plooto allows us to transfer funds to vendors and service providers safely and efficiently. Every payment initiated in Plooto is logged and tagged to the corresponding invoice, ensuring traceability of funds.
6. **Final Approval & Release:** Before any payment is released, an authorized signing officer (such as the Treasurer or another designated Board member) reviews the pending transaction in Plooto and provides final approval. This two-step authorization (one person entering the payment and another approving it) is a critical internal control that helps prevent errors or unauthorized transactions. Only after this final sign-off are funds released to the vendor.
7. **Monthly Reporting:** By the 15th of the following month, all financial activities are compiled into reports for oversight. TCC works with our accounting partner, Grant Thornton, to prepare a detailed monthly financial report. This includes an updated Profit & Loss statement (showing income and expenses), a Balance Sheet (showing assets, liabilities, and equity), a schedule of pledges receivable (outstanding promised donations), and a cash flow summary. These reports give a clear snapshot of TCC's financial position each month. The Board reviews the monthly financial statements to monitor our budget and financial health, ensuring any issues are identified and addressed promptly. This regular reporting cycle enhances transparency and keeps our leadership informed about the Centre's finances on an ongoing basis.

*Through these day-to-day procedures, TCC maintains strong financial discipline. Multiple approval stages, secure document storage, and professional accounting support all serve to safeguard our resources and reduce risk. Community members and donors can take confidence in the fact that our daily financial operations are handled with both efficiency and careful oversight.*

## **B. Claims Reporting**

As a recipient of public funding for our community centre project, TCC is diligent in reporting how those funds are used. We adhere to all government requirements for claims and financial reporting to demonstrate accountability for every dollar spent. Our claims reporting processes ensure that our funders (including government ministries) receive accurate and complete information on project expenditures and progress. In addition, we coordinate our tax filings with these reporting periods for efficiency. Here is how we manage our quarterly claims and related reporting:

- **Quarterly Claims to Funding Ministry:** At the end of each quarter, TCC prepares and submits a detailed claim package to our government funder (the Ontario ministry overseeing our infrastructure grant). This is done as part of the *Investing in Canada Infrastructure Program (ICIP)*, specifically under the Community, Culture, and Recreation stream that is helping fund our Centre. Each claim uses the official forms provided by the Ministry and itemizes all eligible project expenses incurred during that quarter. We carefully review these claim forms to ensure they are accurate and complete before submission. This quarterly claim process allows the government to review our spending and release funding reimbursements in stages, based on actual costs incurred.
- **Supporting Documentation:** Every financial claim is accompanied by a comprehensive set of supporting documents as evidence of the expenses. This includes copies of bank statements, cancelled cheques, or electronic payment confirmations that show the money leaving our account for project costs. We also attach copies of invoices, bills, and receipts corresponding to each expenditure listed on the claim form. By providing these documents, we offer full transparency and proof that funds are used for their intended purposes. Additionally, we maintain and submit any required records specific to the ICIP Community, Culture & Recreation (CCR) funding stream – for example, detailed cost tracking spreadsheets or progress reports that the program mandates. These records (sometimes referred to as ICIP CCR reports) help the Ministry verify that the project is on track and that expenses align with the approved budget and funding criteria.
- **Indigenous Communications Log:** As part of our commitment to inclusive development and in compliance with our funding requirements, TCC maintains an Indigenous Communications Log. This is a record of all outreach, communications, and consultations we conduct with Indigenous communities related to the project. Engaging with local Indigenous communities is an important aspect of our project planning, and we document each meeting, email, or communication in this log. When we submit our quarterly claims, we include or offer this log to the Ministry to demonstrate that we are fulfilling our duty to consult. The log typically notes the dates of communication, the community or representative involved, topics discussed, and any feedback received. This practice not only meets the funding obligation but also reflects TCC's value of respecting and working with Indigenous peoples. It assures both our funders and the public that the Centre's development is being approached in a respectful, collaborative manner.
- **Quarterly HST Filing:** In addition to project claims, TCC also handles its tax reporting on a quarterly schedule. The accounting firm files our Harmonized Sales Tax (HST) returns every quarter, aligning these filings with our project claim periods. Filing HST quarterly means that we report any sales tax we have paid on purchases and claim back eligible HST rebates regularly throughout the year. This schedule is advantageous because it matches the timing of our project expenditures: when we prepare quarterly financial claims, we simultaneously calculate the HST paid on those expenses. By aligning HST filings with the claims, we ensure that any refundable taxes are recovered promptly and that our accounting is up-to-date. It also means our financial

reports and cash flow consider the net cost of purchases (after any HST rebate) in real time. TCC complies fully with Canada Revenue Agency requirements for HST submissions, and timely filing helps us avoid any penalties and maintain good standing.

*Our rigorous claims reporting process provides assurance to our funders, donors, and the community that TCC is using grant funds appropriately. By submitting detailed claims with proof of expenses, keeping required logs, and staying on top of tax filings, we uphold transparency and meet all regulatory obligations. These practices mitigate financial risk by ensuring we remain eligible for funding and by catching any discrepancies early through regular reconciliation.*

## C. Fundraising Policies and Procedures

Fundraising is a vital part of TCC's operations, and we handle all donations and sponsorships with the utmost integrity. We recognize that our donors and sponsors give because they trust TCC to use resources wisely for the betterment of the community. To honor that trust, we have established clear policies for accepting gifts, issuing receipts, and managing sponsorships. These policies are designed to ensure credibility, legal compliance, and accountability in all our fundraising activities. Below is an overview of our key fundraising-related policies and procedures:

- **Gift Acceptance Policy:** TCC follows a comprehensive Gift Acceptance Policy that guides how we solicit and receive charitable contributions. This policy outlines what types of gifts we can accept (for example, cash donations, in-kind contributions, bequests, etc.) and under what conditions. It ensures that all gifts align with our mission and values. We do not accept donations that come with unreasonable conditions or that could compromise our integrity. For instance, if a donation had strings attached that dictate our programming in a way that conflicts with our mandate, we would respectfully decline. Our Gift Acceptance Policy also covers the process for handling non-traditional gifts (like real estate, stocks, or equipment), ensuring we manage these gifts responsibly or convert them to cash for the project as needed. By adhering to this policy, we protect both the organization and our donors - making sure every contribution can be used effectively and ethically. Donors are welcome to request a copy of our Gift Acceptance Policy for their reference, and we intend to make a summary of it available on our website as part of our commitment to transparency.
- **Donation Receipts & Acknowledgement:** As a registered charitable organization, TCC is authorized to issue official donation receipts for income tax purposes. We have strict receipting procedures to comply with Canada Revenue Agency (CRA) guidelines. For every eligible donation, whether it's a one-time gift, a recurring contribution, or a sponsorship that qualifies as a charitable donation, we provide a timely receipt that includes all required information (our charity registration number, the donor's name and address, date of donation, amount, and whether any goods or services were received in return). Our policy is to issue receipts promptly - typically at the time of the donation or at year-end for cumulative smaller donations – so that

donors have the documentation they need for their tax records. Online donations are issued automatically through our system with an option to stay updated about the Tamil Community Centre.. Other forms of donation, such as cheques, are issued via email once it is cleared through our bank. This process not only fulfills legal requirements and keeps our supporters informed about the impact of their contributions.

- **Sponsorship:** In addition to individual donations, TCC often engages with businesses and community organizations through sponsorships. Typically, a sponsorship means a company or group provides funds (or in-kind support) for a specific event or aspect of our project in exchange for recognition or certain benefits (like having their logo displayed, public acknowledgments, or other agreed-upon perks). We do not allow sponsorships to influence our organizational decisions or direction - in other words, funds given as sponsorship will not buy control or undue influence over TCC's programs. We also distinguish between pure donations and sponsorships (which might involve advertising benefits) to handle each according to CRA rules (sponsorships might not receive charitable tax receipts if they receive commercial benefits, for example). This helps TCC maintain our credibility by making sure corporate support is handled ethically and transparently.
- **Compliance and Accountability:** Across all fundraising activities, TCC emphasizes strict compliance with legal and ethical standards. We abide by all relevant laws, including charitable fundraising regulations in Ontario and CRA guidelines for charities. Our financial team tracks all incoming donations and sponsorship funds separately in our accounting system, so we can report on fundraising revenue and related expenses with clarity. We have measures in place to prevent any misuse of funds - for example, donations designated for the building project are reserved for that purpose. Regular reports on fundraising progress (such as total funds raised, use of funds, and project updates) are provided to our Board and shared with our community at annual general meetings or through our newsletters. By being transparent about how donated funds are used, we build trust and encourage continued support. If donors or community members have questions about our fundraising practices, we are open to answering them. In fact, sharing this overview on our website is part of our effort to proactively address those questions. The bottom line is that every dollar contributed to TCC is accounted for and put to work responsibly. Our policies and our culture both reinforce the message that we are merely stewards of the community's contributions, and we must honor that responsibility at all times.

*Through these fundraising policies and procedures, TCC ensures that all donations and sponsorships are handled with integrity. Donors can give confidently, knowing that we have clear rules in place for accepting and using contributions. We aim to cultivate long-term support by being honest, compliant, and accountable in everything we do. Whether it's a small personal donation or a large corporate sponsorship, each contribution is valued and managed with the same level of care and transparency.*

**Conclusion:** By sharing these policies and procedures publicly, the Tamil Community Centre demonstrates its commitment to financial stewardship and openness. We want our community to know that behind every program and every brick of our new Centre, there are robust systems ensuring funds are managed wisely. TCC is proud to operate with a spirit of “uthaavi” (helping one another) and accountability. We believe that transparency is key to building and maintaining trust - both with our funding partners and with the community we serve. If you have any questions about our financial or administrative practices, please reach out to us. Together, with trust and cooperation, we will build a strong foundation for the Tamil Community Centre and for future generations.