
SATURNA ISLAND FIRE PROTECTION SOCIETY

POLICY #2 INTERNAL FINANCIAL CONTROLS

Approved: January 16, 2015

Amended: July 14, 2025

Policy

The following internal financial controls are in place within SIFPS:

1. Annual Budgets, both Operating and Capital, are established and approved by the Board of Directors.
2. A Financial Report is prepared bi-monthly by the Treasurer and reviewed in detail with the Board at its bi-monthly meeting. This report includes Income and Expenses, by Budget line item. The information is presented in both 'Month' and 'Year-to-Date' amounts and shown in an Actual versus Budget format. Bank Balances, and a Capital Purchases summary are also included.
3. All cheques, bill payments, and eTransfer payments require two (2) signatures in accordance with the Coast Capital mandate and can be any two (2) of the following: President, Vice President, Treasurer, Secretary, and Bookkeeper. Cheques are not pre-signed. All payments shall be allocated to a cost/budget line item.
4. Vendor invoices for purchases of materials and/or services and which costs are assumed in an approved operating budget require the appropriate approver as stated in the table below to approve the invoice(s) and then forward to the Bookkeeper for payment on a timely basis:

Cost Classification	Approver
Saturna Island Rescue	SIR Chief
Firefighting and FF Vehicles	Fire Chief
Buildings	Assets Committee Chair
Administration & Comms	Treasurer
Capital Purchases	Project Sponsor *

** A Project Sponsor is responsible for managing a capital purchase project to completion at an amount not to exceed that approved by the Board. A Project Sponsor is likely to be either a Chief or a Board Committee Chair depending on the nature of a project.*

5. All expenditures over \$2,000 or any expenditures not assumed in an approved budget require the authorization of the President and Treasurer before a commitment is entered into.
6. Bank Statements are reconciled monthly by the Bookkeeper and reported to the Treasurer who will report to the full Board at the next Board meeting.
7. Information is provided annually to an independent accounting firm, which in turn prepares Annual Financial Statements compilations for review and acceptance by the SIFPS Board and Membership.