

McPhail Cemetery  
BOARD OF TRUSTEES

September, 2017

Board of Trustees

The administrative body of McPhail Cemetery consists of a Board of Trustees who meet at least 3 times annually, and more frequently upon the call of the Chairperson or any two of the Trustees.

The management and direction of the Cemetery are entrusted to the Board members which supervise the actual care and upkeep of the Cemetery.

The Board should have 5 members, however, at most it may have up to 9. Vacant positions may be filled during the year. All new members shall serve a probationary period of 1 year. Interested volunteers shall be recruited to serve on the Board.

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Terms of Office

Each director's position shall continue for a period of three (3) years and shall be renewable for the maximum of four (4) successive terms. At the end of four terms, Directors must retire from the Board for at least one (1) year after which they become eligible for four (4) additional successive three-year terms.

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Officers

The Directors shall appoint the following who shall form the Executive. The Officers shall be elected annually at the Annual General Meeting from members of the Board.

- The Chair
- Vice Chair
- Secretary Treasurer

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Signing Authorities

Signing authorities shall consist of two out of three of the following, Chair, Vice Chair and one additional Board member

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## Board Meetings

Board Meetings are open to limited presentations by any member of the public including responsible interment rights holders, otherwise, board meetings cannot be attended except through invitation. A quorum for board meetings will be three (3)

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## Annual General Meeting

The Annual General Meeting of the Cemetery's Interment Rights Holders, shall be held no later than the last week in May. The meeting shall be called and arranged for by the Board and the financial statements and annual report shall be presented. Time and opportunity will be given for all in attendance to ask questions and raise concerns.

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## Fiscal Year

The fiscal year will be the calendar year.

## **PERSONAL INFORMATION PROTECTION**

The Board will follow all guidelines laid out by the Personal Information Protection and Electronic Documents Act (PIPEDA) in regard to the Privacy Act. These guidelines will be used for all communications by the organization.

## **CONFLICT OF INTEREST**

Board members are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board.

A conflict of interest may be “real”, “potential” or “perceived”; but the same duty to disclose applies to each. Full disclosure in itself, does not remove a conflict of interest.

It is in the best interest of the members of the Board of Trustees to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest.

## **CEMETERY ASSETS**

The Board of Trustees may not allow assets to be unprotected, inadequately maintained, or unnecessarily at risk.

Accordingly, they may not:

1. Fail to insure against theft, fire and casualty losses and against liability losses to the Board members in any amount greater than the average for comparable organizations;
2. Fail to protect information and files from loss or significant damage or maintain appropriate confidentiality;
3. Receive, process or disburse funds under controls, which are insufficient to meet the Board’s appointed auditor's standards;
4. Invest or hold operating capital in insecure instruments, investment accounts, including uninsured chequing accounts and bonds of less than AA rating at any time, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions;

## **Record Retention and Destruction**

To ensure proper care, retention and destruction of all cemetery documents, this policy sets out guidelines and responsibility for document storage and retention. Records will be retained only as long as they are required by the organization to meet the above purposes. Records containing personal information or confidential organizational information will be destroyed by shredding.

The Secretary/Treasurer shall ensure that original financial, insurance and human resources records are stored, retained and destroyed according to this policy and the document retention schedule below. This policy applies to all cemetery records in electronic and/ or hard copy formats.

Records are retained for the following purposes:

- a. To facilitate the continuity and provision of service
  - b. To minimize risk to the organization
  - c. To comply with legal requirements
  - d. To provide historical data for future identification or verification of facts
  - e. To provide material for required reporting
1. All records will be appropriately labelled and stored in dry, safe and secure locations for as long as they are required by the organization
  2. The organization shall conduct an annual review to identify documents to be destroyed in accordance with the record retention schedule.
  3. Documents containing personal information or confidential organizational information will be shredded.
  4. **Financial Documents:** The Secretary/Treasurer shall ensure that all original financial documents will be safely stored. Examples of financial documents includes: all deposit books with documentation supporting from whom funds were received and to what they relate; record of all cash disbursements; proof of payment (e.g., cancelled cheques); invoices; documents substantiating disbursements; payroll records; donation receipts; and supporting documentation.
  5. **Corporate Documents:** The Secretary Treasurer shall ensure that all original corporate documents will be stored centrally. Examples of corporate documents include: contracts; service agreements; purchase of service agreements; auditor reports; Charitable reports, BAO submissions, Bylaws; ; Board Minutes and Documentation; Annual Reports;
  6. **Insurance Documents:** The Secretary/Treasurer shall ensure that all original insurance documents will be stored centrally.

## LENGTH OF RETENTION

1. **Organization charter, annual reports, bylaws, letters patent, strategic plans, board minutes, minutes of member's meetings:** *Organization's life span plus two years*
2. **Contracts, service agreements and purchase of service agreements:** *Duration of contract or agreement plus two years*
3. **Annual audited financial statements, general ledger, annual adjusting journal entries, and duplicate receipts relating to ten-year-gifts to registered charities:** *Organization's lifespan plus two years*
4. **Duplicate donation receipts (except related to ten-year-gifts) :***End of fiscal period to which they relate plus at least two years*
5. **Other financial records (other than those cited above) :***End of fiscal period to which they relate plus at least six years*
6. **Insurance policies** *Indefinitely (to minimize risk)*

## FINANCIAL RECORDS AND ACCOUNTS

1. The Charity will adhere to good practice in relation to its finances at all times,
2. Financial records must be kept so that:
  - a. The organisation meets its legal and other statutory obligations
  - b. The trustees have proper financial control of the organisation.
  - c. The organisation meets the contractual obligations and requirements of funders.
3. A cashbook outlining all financial transactions appearing on the bank accounts must be maintained.
4. Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Annual General Meeting.
5. A report comparing actual income and expenditure shall be presented to the trustees every three months or whenever meetings take place.
6. An independent examiner will examine the accounts before presentation to the Annual General Meeting

## BANKING

1. The Charity will bank with CIBC, Brighton Ontario and accounts will be held in the name of McPhail Cemetery
2. Monthly bank statements will be provided by the CIBC Bank. These will be reconciled with the cash books at least every three months or at each meeting of the Board of Trustees.
3. A list of those Trustees who can sign cheques will be approved by the Board and provided to the bank.

## INCOME

1. All monies received will be promptly recorded and banked without delay.
2. Receipts will be issued in a timely manner as funds are received.

## EXPENDITURES

1. The Secretary/Treasurer will be responsible for holding the financial records.
2. Blank cheques will NEVER be signed.
3. The payee's name will be inserted on the cheque before signature and cheque stubs will be properly completed.
4. Original documentation/ invoice must be provided prior to signing of cheques.
5. There will be no Petty Cash
6. Reimbursement for personal expenditures by Trustees will require original receipts and will be documented/approved at next meeting of the Board.
7. The Board will not accept liability for any financial commitment or undertaking which is likely to cost in excess of \$100.00 without authorization by the Trustees.

## OTHER

All fundraising and grant applications undertaken on behalf of McPhail Cemetery will be done in the name of the cemetery with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next meeting.