



British Columbia Yukon Section Skate Canada Policies and Procedures

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| 5.5 | Finance | Revision Date: Nov 2019 |
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- 5.5.1 There shall be a \$35 fee assessed to those who have NSF cheques. Credit cards that are declined may have an additional \$10 fee assessed.
- 5.5.2 No expenses shall be paid without a receipt.
- 5.5.3 Expense Forms must be submitted within 30 days of incurred expense.
- 5.5.4 The BC/YK Section Website shall not charge for advertisements from Clubs looking for Coaches. There shall remain a fee in place for Coaches who are advertising for employment.
- 5.5.5 The Executive Director has the power to make expenditures of up to \$1000 without Board approval.
- 5.5.6 Depreciation Policy:
- Computers/Production Equipment: 5 Years Straight-line method
 - Office Furniture and Equipment: 10 Years Straight-line method
 - Judging Equipment: 5 Years Straight-line method
 - Website: 5 Years Straight-line method
- 5.5.7 Capitalization Policy:
- Each individual piece of equipment under \$1000 will be expensed and not capitalized.