

WHITESHELL MARKETING ORGANIZATION OPERATIONAL POLICY



MISSION STATEMENT:

To promote the Whiteshell as Manitoba's premier destination by showcasing its natural beauty, cultural heritage, and tourism opportunities. As a volunteer-driven, non-profit organization, we serve our members and visitors through impactful marketing that increases tourism and supports the region's growth and sustainability.

TITLE: Financial Spending Policy

POLICY #: 003

EFFECTIVE DATE: October 2025

REVIEW DATE: Annually

REVISION DATE: October 2025

SIGNATURE: _____

A handwritten signature in black ink, appearing to be "J. Smith", written over a horizontal line.

POLICY

This policy provides guidance on the authorization and limits of spending within the WMO. It is intended to support the effective day-to-day operation of the organization by allowing pre-approved budgeted expenditures to proceed without requiring individual board motions. All spending must be consistent with the WMO's annual approved budget and in service of the organization's mission.

GUIDELINES

- Spending must align with the WMO's annual approved budget and be directly related to designated budget categories (e.g., office supplies, printing, advertising).
- No expenditure shall exceed the allocated amount in its respective budget category.
- Individual purchases not exceeding **[insert amount]** may be made by designated executive members or staff without requiring separate board approval.
- Any expense exceeding **[insert amount]** must be brought to the board for review and approval before purchase.
- Recurring payments or subscriptions must also be clearly documented within approved budget lines.

PROCEDURE

1. Authorized Purchasers:

- a. The Chairperson, Treasurer, and Executive Director (if applicable) are authorized to make purchases in accordance with this policy and the annual approved budget.
- b. All authorized purchasers must ensure the availability of funds within the corresponding budget category prior to spending.

2. Documentation:

- a. All purchases must be supported by original receipts or invoices.
- b. Expenses must be submitted with a brief description and coded to the appropriate budget line item.
- c. The Treasurer or the delegated finance lead shall maintain records of all transactions.

3. Oversight & Reporting:

- a. The Treasurer shall review all expenditures monthly and provide financial updates at each board meeting.
- b. Any unexpected or emergency expenditures outside of the approved budget must be presented to the board as soon as possible for discussion and approval.

4. Annual Budget Review:

- a. This policy operates in conjunction with the WMO's annual budgeting process. Spending limits and allocations may be adjusted through that process and updated in the policy as needed.