POLICY 08

Financial Management, Procurement and Anti-Fraud

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Purpose and scope

This policy governs budgets, purchasing, payments, restricted funds and financial reporting for TBGN activities administered by Potter's House.

Authorize funds before committing

Approve project budgets before commitments and record the funding source, cost, responsible owner and purpose. Track restricted contributions separately and obtain required written donor or funder approval for material changes.

Use Potter's House's authorized accounts, approval limits and signatories. Record the request, conflict check, independent approval, payment and reconciliation. Separate duties wherever staffing permits. Nobody may approve a payment to themselves.

Purchasing and records

Apply the church-authorized approval schedule. Document price comparisons or a sole-source justification where required. Keep invoices, receipts, contracts, payment records and reconciliations. Never mix program and personal funds.

Reconcile transactions at least monthly and provide quarterly financial reports and explanations of significant variances for oversight.

Prevent and respond to fraud

Bribery, kickbacks, false documentation and undocumented reimbursement are prohibited. Report suspected loss through an independent route, preserve records and restrict further access when necessary.

Digital spending

Budget for licensing, facilitation, accessibility, devices, safeguards, verification and evaluation. Assess cost, effectiveness, equity and risks before acquiring AI tools, and document the approval.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.

Official references

Canada Revenue Agency - Books and records