



## **CANADIAN FRIENDS OF OAXACA, INC.**

### **FINANCIAL RESPONSIBILITIES**

*(Amended September 2017)*

#### **CANFRO'S RESPONSIBILITIES:**

##### **1. Donation Process:**

- (a) solicit and receive donations, both in Canada and in Oaxaca, for CANFRO projects and operations;
- (b) issue receipts to donors for income tax purposes, whether donations are made in Canada or in Oaxaca, and
- (c) provide agents in Oaxaca with updated brochures with and donation forms for cash donations made in Oaxaca.

##### **2. Bank Accounts and Financial Records:**

- (a) maintain a designated CANFRO bank account in Canada;
- (b) ensure maintenance of designated bank accounts in Oaxaca for agents;
- (c) pay all expenses related to maintaining bank accounts in Canada and Oaxaca;
- (d) pay all expenses related to transferring funds between Canada and Oaxaca;
- (e) provide agents with receipts to be used when CANFRO funds are disbursed in Oaxaca;
- (f) maintain up-to-date records of all financial transactions and receipts for the current fiscal year, and
- (g) maintain archived copies of all financial transactions and receipts for previous fiscal years.

##### **3. Direction and Control of Funds:**

- (a) communicate regularly with agents in Oaxaca to determine and meet funds-management needs, as they arise;
- (b) approve transfers of funds from the Canadian account to Oaxacan accounts, and
- (c) approve disbursements of funds from Oaxacan accounts.

##### **4. Administration Account:**

- (a) maintain a designated administration account in the Canadian bank;

- (b) establish an administration fee and automatically deduct this fee from every donation, whether made in Canada or Oaxaca, for collection in the administration account, and
- (c) Use funds in this account to pay costs such as bank fees, printing, website maintenance, bookkeeping, audit fees etc.

## **CANFRO AGENTS' RESPONSIBILITIES:**

### **1. Donation Process:**

- (a) provide potential donors with CANFRO's brochures and donation forms;
- (b) receive cash donations, and
- (c) send CANFRO copies of completed donation forms that accompany donations.

### **2. Bank Accounts and Financial Records:**

- (a) maintain designated bank accounts for CANFRO funds;
- (b) deposit CANFRO donations in these designated bank accounts;
- (c) deposit transferred funds in these bank accounts, and
- (d) send monthly bank statements for these accounts to project managers.

### **3. Direction and Control of Funds:**

- (a) disburse funds from the designated bank accounts for CANFRO funds upon direction from project managers;
- (b) ensure that individuals, organizations and suppliers receiving disbursed funds provide approved receipts for those funds;
- (c) ensure that individuals receiving funds provide, in turn, receipts from vendors as they spend their funds;
- (d) collate the two sets of receipts to ensure that the totals tally, and
- (e) submit all receipts to project managers on a regular basis.