

COMPLIANCE

ONTARIO LACROSSE 2020 SAGM

- INCORPORATION
- CONSTITUTION
- FINANCIAL REPORTING
- CLUB AGM



Ontario Not-For-Profit Corporations Act 2010 (ONCA)



INCORPORATION

Why Incorporate a Non-Profit Corporation?

Incorporating gives an organization legal status. As a legal entity, an *incorporated association* is recognized by the legal system as having rights and responsibilities. An incorporated organization can enter into contracts, buy land, borrow money, have bank accounts, etc., in its own name.

Other advantages to incorporating may include ...

- the liability of the members is limited (for example, members are not personally liable for debts of the corporation)
- continuity of the organization is assured while the membership changes
- a corporation can own property in its name regardless of membership change
- the ability to bring a legal action in its own name (an unincorporated body cannot), and
- the chances of receiving government grants may increase because of the stability the organization appears to have.



INCORPORATION

“If any of the following information that was previously filed with the Ministry changes, the corporation must file an [Initial Return/Notice of Change \(Form 1 under the Corporations Information Act\)](#) within 15 days after the change:

- registered or head office address
- mailing address
- language of preference
- director/officer information

*There is **no fee** for filing this form.”*



CONSTITUTION

The scope of a constitution

A constitution defines the structure of an organization

- number of directors
- length of term
- powers and duties of the board

A constitution can be fairly simple, or very complex. The larger an organization is, and the larger the area it services, the more complicated its constitution will need to be.



CONSTITUTION

The scope of a constitution

A constitution details all of the procedures for the organization

- how minutes are entered and distributed
- how votes are conducted
- procedure for making changes and amendments to the constitution itself



CONSTITUTION

*What to include in the **Constitution***

- Name and objectives of the organization
- Area or location: where the organization operates



CONSTITUTION

*What to include in your **Bylaws***

- All other operating rules (list in handout)



CONSTITUTION

What to include in your Policies & Procedures

- Include here rules which are specific to your Club (and/or Zone).
- Note: Policies are subject to review and revision throughout the season and without notice.



FINANCIAL REPORTING

BUDGET vs. FINANCIAL STATEMENT

Budget: a future forecast of expected income & expenses

Financial Statement: a breakdown of the actual income and expenses from the past season (financial year)



FINANCIAL REPORTING

	BUDGET				
<u>Income</u>		2020 Budget	2019 actual		2020 actual*
Registration:					
General		\$ -	\$ -		\$ -
Rep Fees		\$ -	\$ -		\$ -
Field Fees		\$ -	\$ -		\$ -
Tournaments		\$ -	\$ -		\$ -
Fundraising:		\$ -	\$ -		\$ -
Sponsorship:		\$ -	\$ -		\$ -
Camps & Clinics		\$ -	\$ -		\$ -
Grants		\$ -	\$ -		\$ -
Misc. Income		\$ -	\$ -		\$ -
	TOTAL INCOME	\$ -	\$ -		\$ -



FINANCIAL REPORTING

Expenses		2020 Budget	2019 actual		2020 actual*
Registration	Refunds/NSF	\$ -	\$ -		\$ -
Tournament Exp	Invitationals	\$ -	\$ -		\$ -
	Field	\$ -	\$ -		\$ -
	HL Tournament	\$ -	\$ -		\$ -
Program Expenses:	Coaches&RefsClinics	\$ -	\$ -		\$ -
	Equipment	\$ -	\$ -		\$ -
	Uniforms	\$ -	\$ -		\$ -
	Floortime	\$ -	\$ -		\$ -
	Referees&Timekeepers	\$ -	\$ -		\$ -
	Field Fees	\$ -	\$ -		\$ -
	Field rental	\$ -	\$ -		\$ -
	League Entry Fees	\$ -	\$ -		\$ -
	Rep Box Zone Fees	\$ -	\$ -		\$ -
	Tournament Entry Fees	\$ -	\$ -		\$ -
	OLA Team Fees	\$ -	\$ -		\$ -
	Provincial Entry Fees	\$ -	\$ -		\$ -
	Fines & Suspensions:	\$ -	\$ -		\$ -
OLA Association Fees		\$ -	\$ -		\$ -
Office/Administration Expenses:		\$ -	\$ -		\$ -
Bank Fees		\$ -	\$ -		\$ -
Misc. Expense		\$ -	\$ -		\$ -
TOTAL EXPENSES		\$ -	\$ -		\$ -
	Profit/Loss (Income minus expense)				



FINANCIAL REPORTING

Bank Balance Transfer	1-Oct-18	\$	-	
<u>Income</u>			2019 actual*	2018 actual
Registration: General		\$	-	\$ -
Rep Fees		\$	-	\$ -
Field Fees		\$	-	\$ -
Tournaments		\$	-	\$ -
Fundraising:		\$	-	\$ -
Sponsorship:		\$	-	\$ -
Camps & Clinics		\$	-	\$ -
Grants		\$	-	\$ -
Misc. Income		\$	-	\$ -
	TOTAL INCOME	\$	-	\$ -



FINANCIAL REPORTING

	Bank Balance Sept. 30/19-	\$	
	unreconciled transactions-	\$	
	Adj Bank Balance 30/9/19-	\$	
	outstanding transactions-	\$	
FINANCIAL POSITION	at 30/9/19	\$	-



ANNUAL GENERAL MEETING

MEETING AGENDA: 2019 Annual General Meeting			CLUB ABC...
DATE:	TIME:	PLACE:	
1. CALL TO ORDER			
2. MEMBER COUNT (Attach sign in sheet)			
3. APPROVE AGENDA			
4. APPROVE MINUTES (2018 AGM)			
5. REPORTS			
6. AMENDMENTS (attach proposed list)			
7. ELECTIONS (list positions for election)			
8. NEW BUSINESS			
9. ADJOURNMENT			

COMPLIANCE

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QUESTIONS & ANSWERS



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