Ontario Moose Association
Finance Policy Manual

Policy Title/Subject: **OMA Cheque/Payment Processing Policy**
Policy Area: **Finance**
Original Approval Date: **19 January 2019**
Revised Date: **26 September 2026**

POLICY SECTION

1. Rationale/Purpose of Policy

The purpose of this policy is to provide the allowable procedures and protocols for all payments of bills and services of the Ontario Moose Association (OMA).

2. General & Detailed Policy Statement

As set out in Article 9, Section 2 the Ontario Moose Association Bylaws, the OMA Board of Officers "shall carefully and judiciously control the finances of the Association" and "shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to Officers or any other member or person doing business on behalf of the Association" This policy provides the detail surrounding payments of all types incurred in the day-to-day operation of the OMA.
For the purposes of this document "OMA" and "Association" will be used interchangeably to represent the Ontario Moose Association.

3. Applicability/ Scope

The scope of this policy covers the procedural aspects of handling money in the Ontario Moose Association. This includes cheques, cash, debit and credit card payments.
In all cases it is understood that payment of any invoice or expenditure is dependent on the financial position of the OMA being such that it can support the expenditure.

GUIDELINES SECTION

The following are guidelines for the payment of bills and expenditures:

1. All payments require a paper trail. Invoices and receipts must be originals, however scanned copies of receipts will be accepted for processing, with the understanding that the original receipts will follow.
2. Payments must be made to the person/company directly when at all possible.
3. No signing authority can sign a cheque made out to themselves.
4. Any expenditure over $2000 requires approval of the President.
5. In an emergency (such as a critical exposure to risk of the OMA and/or Lodges under our jurisdiction, or a "black swan" type event) the OMA Executive Committee is authorized to approve appropriate expenditures to protect the OMA and it subordinate bodies from harm.

PROCEDURAL SECTION

1. Cheques for Invoices or Statements
    a. All invoices will be reviewed by the OMA Secretary and Treasurer for validity and allocation to the proper budget line.
    b. OMA Treasurer approves invoices for processing and payments up to a value of $2000 per item. Any item above $2000 requires approval from the President.
    c. OMA Secretary enters all accounts payable according to invoice and allocation to appropriate QuickBooks category.
    d. OMA Secretary is the first person to review all requisitions and cheques for signing and signs off on all appropriate cheques for payment, within the appropriate approval limits.
    e. OMA Treasurer and another senior OMA Officer is required to sign the OMA Secretary invoices, statements, or compensations.
2. Cheques for expense reimbursements
    a. All payments for expense reimbursements will be reviewed in accordance with the OMA Expense Policy by the OMA Secretary and Treasurer for validity and allocation to the proper budget line. In the event the expense is submitted by one of the primary approval officers – an alternate senior OMA Officer must sign off.
    b. Once approved, the OMA Secretary generates the expense cheque invoice for processing and payments up to a value of $2000 per item. Any expense reimbursement above $2000 requires approval from the President.
    c. OMA Secretary enters all expense reimbursements and allocation to appropriate QuickBooks category.
    d. OMA Secretary is the first person to review all expense claims and cheques for signing and signs off on all appropriate cheques for payment, within the appropriate approval limits.
    e. OMA Treasurer and the President are required to sign the OMA Secretary expense claims.
3. Cheques for honorariums
    a. OMA Secretary will generate honorarium cheques according to the honorarium policy for delivery to the officer/member entitled to the funding.
    b. Cheque preparation is the same as for expense reimbursements in section 2 above.
4. Cheques for scholarships
    a. OMA Secretary will generate scholarship cheques from the scholarship account in accordance with the direction of the OMA Board of Officers.
    b. Cheque preparation is the same as for expense reimbursements in section 2 above.
5. Use of Credit Cards
    a. There is only one credit card in use, and it is secured by an OMA GIC.
    b. No additional credit cards are to be used or sought after without approval of the OMA Executive Committee
    c. The use of all OMA credit cards is restricted to OMA business only.
    d. No individual compensation or honorariums are to be processed through the credit card.
    e. The Credit Card statement is to be reviewed by the Treasurer on a monthly basis.

f. All expenses paid by credit card are to be allocated to the appropriate QuickBooks account on a monthly basis.
g. The Credit card is to be paid on time every month to not incur interest or service charges.
h. No cash advances are allowed on the credit card.

6. Payments to Moose International
    a. The OMA Secretary will generate payments to Moose International as required to meet our obligations.
        i. If the payment is by invoice cheque preparation is the same as section 1 above.
    b. Cheque preparation for all other Moose International payments is the same as for expense reimbursements in section 2 above.
7. Payroll and other CRA related activities
    a. All payments to CRA of any type take priority over all other payments.
    b. Cheque preparation for all CRA payments is the same as for expense reimbursements in section 2 above.
8. Interfund transfers
   All Interfund transfers are to be reviewed by the OMA Treasurer and at least one other member of the OMA Board of Officers prior to the transfer taking place.
~~9.~~ Loans to Lodges
   Payments for Loans to Lodges require approval of the OMA Board of Officers prior to payment.
    a. The OMA Executive Committee has the authority to recommend a loan, but the Board of Officers approval is required.
    b. No loans are to be processed without a proper, signed loan agreement in place.
    c. A sample loan agreement and sample terms & conditions are attached to this document as Appendix A.
    d. The Lodge requesting loan and the Association must have approved dispensation from Chief Compliance Office for Loan.

RESPONSIBILITIES SECTION

The OMA Board of Officers is ultimately responsible for the payment of all bills and invoices. They are required to follow the OMA Bylaws, Policies and the Moose International General Laws when determining bills to be paid and the methods for doing so.
The OMA Secretary is the keeper of our official documents and is responsible for generating all payment instruments as required. The OMA Treasurer is obligated to ensure that all actions regarding funding either in or out of the OMA are in accordance with our OMA Bylaws, Policies and the Moose International General Laws.

Policy Document	
Policy Title/Subject:	**Expense Reimbursement Policy**
Policy Area:	**Finance**
Original Approval Date:	**19 January 2019**
Revised Date:	**26 September 2026**

POLICY SECTION

1. Rationale/Purpose of Policy

The purpose of this policy is to outline the allowable expenses for all members of the Ontario Moose Association (OMA) Board of Officers, members, volunteers & employees, and to describe the procedure for proper submission and approval of claims.

2. General & Detailed Policy Statement

As set out in Article 9, Section 2 the Ontario Moose Association Bylaws, the OMA Board of Officers "shall carefully and judiciously control the finances of the Association" and "shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to Officers or any other member or person doing business on behalf of the Association" This policy provides the detail surrounding Expense reimbursement activities.

For the purposes of this document "OMA" and "Association" will be used interchangeably to represent the Ontario Moose Association.

3. Applicability/ Scope

This policy and the applicable claims and guidelines apply to all OMA Officers and members, as well as any other person doing business on behalf of the Association. (Including the Regional Manager, Assistant Regional Manager, and Internationally appointed Members). The following are the specific policy items and guidelines to be followed:

a. "Business on behalf of the Association" is defined as:
    i. Attendance at an Annual or Mid-Year OMA Conference.
    ii. Attendance at a scheduled meeting of the OMA Board of Officers or Executive Committee.
    iii. Attendance by OMA appointed representatives to events as required by Moose International and any superior Moose Organization.
    iv. Attendance at the annual Moose International Conference by members representing the OMA.
    v. Visitations to individual Ontario Lodges by OMA Board of Officers members as directed by policy, Board of Officers direction, or at the direction of the Executive Committee.
    vi. Attendance to Mooseheart for appropriate annual activities as specified by the OMA Board of Officers, including but not limited to;
        1. Visit to Canada Home
        2. Pilgrim investitures
        3. Graduation Weekend
    vii. Support of Moose International appointed representatives in a manner specified by the OMA Board of Officers, including official visitors to the Annual & Mid-Year OMA Conferences.
    viii. Support of International Moose Legion appointed representatives in a manner specified by the OMA Board of Officers.
    ix. Other official & recognized duties as required by the OMA Board of Officers

b. The Moose Liaison & Assistant Territory Managers will be eligible for reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario.

c. The OMA President and OMA Secretary will be eligible for reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario or the USA (Mooseheart annual activities). One of the primary roles of these two positions is to visit lodges throughout the year. An expectation is that there will be support, especially to our northernmost regions for a visit to each lodge.
d. Other elected members of the OMA Board of Officers will be eligible for OMA reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario or the USA (Mooseheart annual activities).
    i. For clarity – District Presidents are eligible for reimbursements from OMA for travel to approved OMA events within Ontario. For all other activities within their districts, District Presidents are expected to be reimbursed from funds raised and maintained within the district.
    ii. Appointed officers may or may not be eligible for reimbursement based on direction from the OMA Board of Officers.
e. Internationally appointed members will be eligible for reimbursement for reasonable meals and lodging expenses to specific events as noted below:
    i. Attendance at the Annual or Mid-Year OMA Conference.
    ii. Attendance at a scheduled meeting of the OMA Board of Officers or Executive Committee.
    iii. Attendance to "position specific" events as approved by the OMA Board of Officers. Examples would be:
        1. Moose Legion activities for Moose Legion international appointees.
        2. Mooseheart activities for international appointees specifically for that purpose.
f. **Any member receiving an honorarium to attend an event/activity cannot claim any additional expenses for reimbursement for that activity.** (The honorarium is the limit of financial support provided by the OMA to the member)
g. **Any expenses that are pre-paid by the OMA for an event/activity are not eligible for any additional expense reimbursement for that activity**. For example – in the case of the OMA Board of Officers meetings – rooms and meals are prepaid.
h. Members of the Women of the Moose (WOTM) are also eligible for reimbursement of expenses as determined by the OMA Board of Officers.
i. All expenses exceeding established norms in our policies & budget are subject to review by the OMA Executive Committee
j. In all cases it is understood that reimbursement is dependent on the financial position of the OMA being such that it can support the expenses as presented.

GUIDELINES SECTION

The following are guidelines to be used when determining the most appropriate or cost-effective method of identifying and claiming expenses

1. The following priorities in the 'means of travel' should be used in making arrangements:
    a. Airline or Rail – most economical fares – where feasible and practicable; and,
    b. Personal or rented motor vehicles where feasible and practicable.
2. With receipts or as below in paragraph 3, claims will be reimbursed for:
    a. Overnight accommodation in commercial lodgings (Note - when a double room is shared with another person (member), the original bill should be attached to one claim and suitably annotated);

b. Actual cost of breakfast, lunch and dinner, including tax and gratuities up to the published rate as identified by the OMA Board of Officers and included on the OMA Expense Claim Form.
c. Actual, reasonable daily incidentals as allowable by and up to a maximum of the published OMA rates.
d. Private motor vehicle travel expenses may be claimed up to the published limits by OMA or the cost of a compact rented car with actual gasoline costs.
e. Taxi and Airport Bus Fares of $20 and over.
f. Parking costs of $20 and over; and
g. Other expenses incurred in the required conduct of OMA business.

3. Reimbursement for the actual costs, only if receipts are unobtainable, will be made for the following:
   a. In-city public transportation.
   b. Taxi and Airport Bus fares under $20;
   c. Motor Vehicle Parking to a maximum of $20/day.
   d. Meals to a maximum of OMA published rates for breakfast, lunch and dinner.
   e. When the claimant stays at private non-commercial accommodation, instead of a hotel, a claim may be made to a maximum of $50.00 per night.

      CLARIFICATION – wherever possible, receipts are to be obtained and submitted. This section is intended only to cover items where it is inconvenient or not possible to get receipts, or for items where receipts are not normally issued.
4. These guidelines shall be reviewed annually by the OMA Board of Officers, and suggested amendments will be considered at any time.
5. The OMA President will receive an advance of $1000 for authorized travel expenses while representing the OMA, which can be replenished up to two additional times for a total of $3000.
6. The maximum per diem for meals when calculating expense accounts is $45 per day.
7. Maximum travel expenditure for Northern Ontario visitation trip is $3000 inclusive of all participants.
8. OMA Secretary Compensation is set at a maximum of $6,000, payable in quarterly installments of $1,500.

PROCEDURAL SECTION

All claims for reimbursement of authorized travel (or other) expenses must meet generally acceptable accounting standards within the OMA and by the Canada Revenue Agency (CRA)

To meet these standards, each item being claimed must:

1. Have a date(s) and/or itinerary stated
2. State its purpose or reason or describe the claimed item.
3. Have detailed identification and breakdown of meals versus travel or accommodations costs as applicable.
4. State the means of travel when travel is claimed.
5. Detail any “other” costs.
6. Original receipts for claimed expenses must accompany the claim unless noted in the guidelines below. Annotations of explanations may be required on receipts where “split” items are incurred. (for example, a claim for a member that also includes a spouse)

7. Must be submitted on the approved OMA Expense Claim form.

All claims must meet the standards that will stand scrutiny within the OMA and by CRA as may be the case.
All claims must be submitted no later than 30 days after the activity has taken place.
Expense claims are approved as follows:

1. All claims except for those by the OMA President are reviewed by the OMA President and OMA Treasurer for approval.
2. OMA President travel and expense claims are approved by the OMA Treasurer and the OMA Vice President.
3. Approved claims are forwarded to the OMA Secretary for processing.
4. No person may approve their own expense account.
5. Expense accounts are not to be paid in the name of the spouse of a member unless that spouse was authorized by the OMA Board of Officers to incur the expense.

RESPONSIBILITIES SECTION

The OMA Executive Committee will review any expense claim where a disagreement exists, or clarification is required. The OMA Board of Officers will set the applicable rates and update the OMA Expense claim form, from time to time, in accordance with our rules of order. The OMA Secretary will accept, date, and process applicable claims and secure the appropriate approvals for any claim. The President and the OMA Treasurer will ensure the proper release of payments for claims.

Policy Document
Policy Title/Subject: **OMA Honorarium Policy**
Policy Area: **Finance**
Original Approval Date: **19 January 2019**
Revised Date: **26 September 2026**

POLICY SECTION

1. Rationale/Purpose of Policy

The purpose of this policy is to outline the allowable honorariums for all members of the Ontario Moose Association (OMA) Board of Officers, members at large, volunteers & employees, and to describe the procedure for utilizing these funds.

2. General & Detailed Policy Statement

As set out in Article 9, Section 2 the Ontario Moose Association Bylaws, the OMA Board of Officers "shall carefully and judiciously control the finances of the Association" and "shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to Officers or any other member or person doing business on behalf of the Association" This policy provides the detail surrounding bursaries provided to offset expenses incurred in the day- to-day operation of the OMA.

For the purposes of this document "OMA" and "Association" will be used interchangeably to represent the Ontario Moose Association.

3. Applicability/ Scope

This policy and the honorariums noted apply to all OMA Officers and members, as well as any other person doing business on behalf of the Association. (Including the Regional Manager, Territory Managers, Assistant Territory Manager, and Internationally appointed Members). The following are the specific policy items and guidelines to be followed:

a. "Business on behalf of the Association" is defined as:
    i. Attendance at an Annual or Mid-Year OMA Conference.
    ii. Attendance at a scheduled meeting of the OMA Board of Officers or Executive Committee.
    iii. Attendance by OMA appointed representatives to events as required by Moose International and any superior Moose Organization.
    iv. Attendance at the annual Moose International Conference by members representing the OMA.
    v. Visitations to individual Ontario Lodges by OMA Board of Officers members as directed by policy, Board of Officers direction, or at the direction of the Executive Committee.
    vi. Attendance to Mooseheart for appropriate annual activities as specified by the OMA Board of Officers, including but not limited to;
        a. Visit to Canada Home
        b. Pilgrim investitures
        c. Graduation Weekend
    vii. Support of Moose International appointed representatives in a manner specified by the OMA Board of Officers, including official visitors to the Annual & Mid-Year OMA Conferences.
    viii. Support of International Moose Legion appointed representatives in a manner specified by the OMA Board of Officers.
    ix. Other official & recognized duties as required by the OMA Board of Officers
b. All honorariums are related to conducting business on behalf of the association.
c. Honorariums will only be paid to the approved member.
d. Any member receiving an honorarium to attend an event/activity cannot claim any additional expenses for reimbursement for that activity. (The honorarium is the limit of financial support provided by the OMA to the member)
e. Any member who does not fulfill their duties of office as determined by the OMA Executive Committee may have their honorarium denied.
f. In the event an individual qualifies for more than one honorarium or is supported through another branch of the Moose Fraternity by position (or otherwise), the individual is authorized to only accept the highest value honorarium or reimbursement.
g. In all cases it is understood that granting of an honorarium is dependent on the financial position of the OMA being such that it can support the expenditure.
h.

GUIDELINES SECTION

The following are guidelines for the granting of Honorariums: (Draft amounts from last conference inserted in yellow.)

1. Annual & Mid-Year Conferences
    a. Moose Liaison & Assistant Territory Managers: Rooms & Ticketed Meals
    b. Regional Manager, Territory Managers – Meals

c. President: Rooms & Ticketed Meals
d. Vice President: $300 & Ticketed Meals
e. Chaplain: $300 & Ticketed Meals
f. Secretary: Rooms, Meals and Travel.
g. Treasurer: $300 & Ticketed Meals
h. All other appointed OMA Executive Officers: $150
i. District Presidents: $300 for all, plus out-of-pocket travel expenses for those having to travel more than 500 kilometers one way to the event as per expense reimbursement policy.
j. OMA Appointed Chairmen:
    i. OMA Chairpersons who generate funding for the OMA in excess of $1500 total profit at a conference, and who are not reimbursed from any other Moose body are entitled to claim Meal and Lodging Expenses to a maximum of $500 from the proceeds of their activities.
    ii. The OMA Sports Chairman can be credited with up to 1/3 of the funds generated by OMA Sports events throughout the year.
    iii. All other OMA Chairmen may receive 2 Banquet tickets each
    iv. Junior Moose Chairperson – Rooms.
    v. Attending Junior Moose – Rooms & meals.
k. Moose International Appointments:
    i. Moose Legion Area Manager: Rooms & Ticketed Meals
    ii. WOTM Chapter Advocate: Rooms & Ticketed Meals
    iii. Official Visitors: Rooms, meals for OV & Spouse, and gift for OV.
        1. Maximum donation to Moose Charities in OV Name $500
    ~~iv.~~ Other Moose invited guests (from other associations) ~~International appointed visitors:~~
        1. Support as determined by the OMA Executive.

2. OMA Board of Officer Meetings
    a. Moose Liaison, & Assistant Territory Managers: Rooms & Meals
    b. Regional Manager, Territory Managers – Meals
    c. President: Rooms & Meals plus travel expenses
    d. Vice President: Rooms & Meals
    e. Chaplain: Rooms & Meals
    f. Secretary: Rooms & Meals plus travel expenses
    g. Treasurer: Rooms & Meals
    h. All other appointed OMA Officers: Rooms & Meals plus out-of-pocket travel expenses for those having to travel more than 500 kilometers one way to the event as per expense reimbursement policy.
    i. District Presidents: Rooms & Meals

3. Moose International Conference (All USD)
    a. President: Rooms, Meals & Travel Expense
    b. Secretary: Rooms, Meals & Travel Expense
    c. Moose Legion Area Manager: $300 USD
    d. WOTM Chapter Advocate: $300 USD

4. Moose Legion International Conference (ALL USD)

a. President: Rooms, Meals & Travel Expense
b. Secretary: Rooms, Meals & Travel Expense
c. Moose Legion Area Manager: Rooms, Meals & Travel Expense

5. Mooseheart Graduation, Canada Home Visit, Pilgrim Investitures (All USD)
   a. President: Rooms, Meals & Travel Expense
   b. Secretary: Rooms, Meals & Travel Expense
   c. Canada Home Committee Chair: Rooms, Meals & Travel Expense

6. Other recognized expenditures
   a. $500 for the Mooseheart Rudolph Run Christmas Program
   b. $500 for the Moose International Conference Booklet
   c. $500 to each Host Heart of Community event at Mid-Year and Annual Conference (total $1000)
   d. Purchase of 3 cases of Tommy Moose dolls for each of Mid-Year and Annual Conference donation (total of 6 cases)
   e. Matching donations from Association to Junior Moose Program not to exceed $500 per event (toward their fundraising at conferences and conventions)
   f. WOTM Chapter Advocate Seminar – Travel expenses.

PROCEDURAL SECTION
All honorariums will be paid by cheque to the individual filling the OMA appointment at least 2 weeks prior to the event.

Receipt required from individuals that they received the honorarium.

Should a member not be in good standing with their Lodge or any other body of the association, they may be disqualified from receiving an honorarium.

If a member receives an honorarium and then subsequently is unable to attend the event, the funds are to be reimbursed to the OMA within 30 days.

Adjustments for honorariums are reviewed and approved by the OMA Board of Officers and are a required approval item by the general members during the budget process.

RESPONSIBILITIES SECTION
The OMA Board of Officers will review any honorarium claim where a disagreement exists, or clarification is required. The OMA Board of Officers will set the applicable honorariums from time to time, in accordance with our rules of order.

The OMA Secretary will automatically process applicable honorariums in consultation with the OMA President and the OMA Treasurer to ensure the timely receipt of these funds.
Ontario Moose Association

Policy Document
Policy Title/Subject: **OMA Investment Policy**
Policy Area: **Finance**
Original Approval Date: **19 January 2019**
Revised Date: **26 September 2026**

POLICY SECTION

1. Rationale/Purpose of Policy

The purpose of this policy is to set the rules and procedures governing investment of Ontario Moose Association funds and trust accounts that are surplus to short-term, operational requirements.

2. General & Detailed Policy Statement

As set out in Article 9, Section 2 the Ontario Moose Association Bylaws, the OMA Board of Officers "shall carefully and judiciously control the finances of the Association". This policy provides the details surrounding our restricted investment funds and money that we hold in trust and are surplus to our operational requirements.

For the purposes of this document "OMA" and "Association" will be used interchangeably to represent the Ontario Moose Association.

Applicability/ Scope

This policy and its applicable guidelines are intended to cover the following specialized funds within the Ontario Moose Association Organization, specifically -

1. The BUILDING FUND
2. The SCHOLARSHIP FUND
3. The SHORT-TERM FUND
4. Funds held for a particular purpose
    a. Youth Awareness & Junior Moose
    b. Canada Home Endowment
    c. Canada Home Wish List
    d. Moose Charities
5. Proceeds of Lodge Closures
6. Surplus operational funds

General Philosophy

1. Assets are to be invested in securities that serve to preserve and protect OMA principal funds from risky, or volatile, investment vehicles while providing some opportunity to secure higher than average returns.
2. For at least 50% of the OMA investments will be in highly secure instruments such as, but not limited to, treasury bills, guaranteed investment certificates, cash accounts, federal and provincial savings and other bonds, banker's acceptances and stripped government bonds.
3. Other investments, upon advice from professional advisors utilized by OMA, can be in mutual funds or individual stocks which are seen as high quality, lower risk and which serve to provide dividend payments and a potential for higher returns than other OMA investments.

    a. There is an underlying assumption, borne out in our current investment portfolio, that these funds will achieve higher rates of return than ones in current fixed income (e.g. bonds, money market) or cash vehicles.
4. Bundling of various OMA account assets is permitted and needs to be considered if required to attain larger sums to invest advantageously in a specific instrument or institution, as permitted by or negotiated with trustees.

GUIDELINES SECTION
The following parameters will guide the OMA investment strategies in regard to non-operational funds generated by the Ontario Moose Association. (Investment Goals and Parameters).

1. We will maintain a position in mutual funds or individual stocks that have a medium-risk (or moderate) level at a ratio not to exceed 50% of total OMA investments.
2. No fund that requires a front-end load fee will be allowed. These funds typically come with an early withdrawal penalty fee which is not allowed. Any existing funds of this nature will be transferred or reduced at the earliest possible time while avoiding any penalties, which includes removing an allowable percentage (%) at each opportunity to an investment vehicle without penalty (free units).
3. Surplus funds from the OMA Operational Budget can be invested in suitable vehicles that allow for liquidity within a 3-day period should they be needed for operation purposes.
4. The OMA Credit Card cannot be used for investment purposes, nor can any loans be created for the purposes of investing.
5. Our overall parameters and goals for our OMA funds are:
    a. Low risk for 50% of investments, moderate risk for up to 50% of our investments
    b. All funds purchased are no load funds with strong track records of returns. This allows selling all/portions of any fund at any time without penalty.
    c. Equity funds are included in broader mutual funds but, overall funds would be considered medium risk given the lower exposure/ratio to higher risk equities in any specific funds.
    d. No sector specific funds exceeding 10% of total portfolio.,
    e. Reduce and eventually eliminate any funds existing that have penalties ongoing by re- allocating free units and interest/dividends earned to other vehicles,

PROCEDURAL SECTION
All investments are held in accounts with the OMA Secretary as the primary point of contact.

Reports of investment activities are to be provided quarterly from the OMA Treasurer and OMA Secretary to the OMA Board of Officers. An annual review in person is to be conducted with the investment advisor.

The OMA Secretary and OMA Treasurer, with the approval of the OMA Executive Board, are authorized to make investment decisions within the confines of this policy. Specific purchase or trade directions to the investment institution require the approval of two signing officers, one of which must be the OMA Secretary.

A formal investment committee will be implemented when requested by the Board of Officers. The Financial Review Committee will review all investment accounts as part of their review.

The OMA signing officers dealing with investments will not have a close personal relationship with the financial firm(s) or financial Advisors/Managers entrusted with the investment of OMA Funds. (Close personal relationship means a relative by blood or marriage, or having a personal financial or business relationship)

No exceptions may be made to the OMA Investment Policy content without a proper motion passed at an OMA Board of Officers Meeting. Exceptions for investment policies per se should rarely be entertained. Consideration should be given to amending the policy rather than allowing an exception.

RESPONSIBILITIES SECTION
The OMA Executive Committee is ultimately responsible for the care and control of OMA investments. The OMA Secretary is the keeper of the documents and is responsible for the transactions of the investments with the concurrence of the OMA Treasurer.

Policy Document
Policy Title/Subject: **OMA Restricted Investment Fund Usage Policy**
Policy Area: **Finance**
Original Approval Date: **19 January 2019**
Revised Date: **26 September 2026**

POLICY SECTION
1. Rationale/Purpose of Policy

The purpose of this policy is to outline the aims and objectives of our restricted investment funds of the Ontario Moose Association (OMA).

2. General & Detailed Policy Statement

As set out in Article 9, Section 2 the Ontario Moose Association Bylaws, the OMA Board of Officers "shall carefully and judiciously control the finances of the Association". This policy provides the details surrounding our restricted investment funds and money that we hold in trust for prescribed activities.
For the purposes of this document "OMA" and "Association" will be used interchangeably to represent the Ontario Moose Association.

Applicability/ Scope
This policy and its applicable guidelines are intended to cover the following specialized funds within the Ontario Moose Associations Organization.
1. The BUILDING FUND
2. SCHOLARSHIP FUND
3. The SHORT-TERM FUND

GUIDELINES SECTION

1. The BUILDING FUND
    a. The purpose of this fund is to provide growth and stability to the OMA for the future.
    b. Interest from this fund can be retained to grow the fund, or if required be used for OMA Operations.
    c. Principal from this fund should be preserved.
2. The SCHOLARSHIP FUND
    a. The purpose of this fund is to provide scholarships for youth in the OMA jurisdiction.
    b. Interest from this fund is to be used for the growth in the scholarship fund
    c. Principal from this fund must be preserved.
3. The SHORT-TERM FUND
    a. The purpose of this fund is to provide a holding fund for money held in trust due to Lodge closures or other such activities.
    b. Interest from this fund is intended to be used for OMA Operations
    c. Principal from this fund must be preserved.
    d. It is recognized that any deposits to this fund as a result of Lodge Closures remain in this fund until either a new Lodge is stood up in the province of Ontario or twenty-four months lapses (whichever happens first). In the event the twenty-four months' time is exceeded, the OMA Secretary is directed to transfer the principal funds from each Lodge Closure to the BUILDING FUND for continued growth and usage.
4. All fees and bank charges related to the maintenance of each individual restricted investment fund are to be taken from any earnings the fund produces.

PROCEDURAL SECTION

Funds invested in the financial instruments identified as the Building Fund, the Scholarship Fund and the Short-Term Fund are not intended for day-to-day OMA Operational expenses.

Interest from the Building Fund and Short-Term Fund can be withdrawn to support OMA Operational expenses if required.

Transfers, deposits and withdrawals from these accounts are subject to restrictions contained in the OMA Investment Fund Policy and OMA Cheque/Payment Processing Policy.

These are considered trust accounts and internally restricted.

RESPONSIBILITIES SECTION

The OMA Executive Committee is responsible for ensuring that the day-to-day maintenance of these investment fund assets are maintained in a manner consistent with the OMA Investment Fund Policy and the OMA Cheque/Payment processing Policy.
The OMA Secretary and the OMA Treasurer are responsible for generating the transfers and administering the wishes of the OMA Board of Officers/OMA Executive Committee.

Policy Title/Subject: **OMA Lending Policy**
Policy Area: **Finance**
Original Approval Date: **27 July 2019**
Revised Date: **26 September 2026**

POLICY SECTION

1. Rationale/Purpose of Policy

The purpose of this policy is to set the rules and procedures governing loans provided by the Ontario Moose Association to Lodges and Chapters in its jurisdiction.

2. General & Detailed Policy Statement

As set out in Article 10, Section 2 the Ontario Moose Association Bylaws, the OMA Board of Officers "shall carefully and judiciously control the finances of the Association". This policy provides the details surrounding our methods and requirements for lending funds to our subordinate member organizations.

For the purposes of this document "OMA" and "Association" will be used interchangeably to represent the Ontario Moose Association.

3. Applicability/ Scope

This policy and its applicable guidelines are intended to guide the OMA in determining when and if it will provide funding in the way of a loan to its member Lodges and Chapters. In all instances the OMA investment is to be protected to the highest level possible. In no instance should loans be provided to individuals, or organizations that are not registered Loyal Order of Moose Lodges or Women of the Moose Chapters.

GUIDELINES SECTION

The following parameters will guide the OMA when it relates to loans to Lodges and Chapters in its jurisdiction:

1. The OMA will only lend money to Moose units that have security of some type in excess of the value of the requested loan value. (preferably buildings or property)
2. The maximum value of a loan will be $50,000 in normal circumstances.
3. Interest rates will be calculated to be prime rate plus one percent (1.0%)
4. Term of loans will normally not exceed five (5) years.
5. Amortization schedules will normally be monthly, with regular re-payments each month.
6. A signed loan agreement (example in Appendix A) needs to be in place before any funds change hands.
7. Generally, loans will be "emergency in nature, or for the betterment / protection of an individual Lodge Home".
8. The Executive Committee can authorize loans in an emergency situation to protect the Moose Fraternity & assets. These loans are to be reviewed and confirmed at the first subsequent OMA Board of Officers meeting.
9. Lodge or Chapter requesting loan must have approved dispensation from Chief Compliance Office.

PROCEDURAL SECTION

All documentation is to be submitted to the OMA Secretary as the primary point of contact.

Requests for loans must be approved by a majority vote of the OMA Board of Officers.

Moose Units requesting loans from the OMA are required to provide a written request in advance outlining the full scope of the loan request, including:

1. Details on what the funds will be used for, and the total loan value requested.
2. A description outlining the local efforts to obtain funding,
3. the amount of funding for the project that will come from individual Lodge/Chapter resources.
4. An expectation of total dollars requested and term of loan.
5. Detail of the security pledged for by the Moose Unit to the OMA for the loan.
6. Proof of verification required by receipts afterward within a three-month period from the loan start.
7. Written confirmation must be submitted that a special members meeting has taken place as required under the General Laws authorizing the Lodge Officers to make the loan request.
8. A copy of the notice of meeting and minutes of the meeting are required to be submitted.

Written confirmation of a dispensation received from the Moose International Chief Compliance Officer authorizing the Moose Unit to request the loan is required.

All loans will have a signed loan agreement in place before funds change hands.

The OMA signing officers dealing with the loans will not have a close personal relationship with the Board of Officers of the requesting Moose Unit. (Close personal relationship means a relative by blood or marriage, or having a personal financial or business relationship)

No exceptions may be made to the OMA Lending Policy content without a proper motion passed at an OMA Board of Officers Meeting. Exceptions for these types of policies should rarely be entertained. Consideration should be given to amending the policy rather than allowing an exception.

RESPONSIBILITIES SECTION

Upon receipt of the Loan request – the OMA Secretary will ensure timely action for review by the OMA Board of Officers.

An approved motion by the OMA Board of Officers provides the OMA President, Secretary and Treasurer authorization to proceed with the loan documentation and finalization.

The OMA Executive Committee is ultimately responsible for the care and control of OMA financial instruments. The OMA Secretary is the keeper of the documents and is responsible for the transactions of the loans with the concurrence of the OMA Treasurer & OMA President.