

PATHWAYS ABILITIES SOCIETY

POLICY: BUSINESS DECISIONS AND SALES

Applies to: All Personnel and Volunteers

Original Approval Date: May 30, 2005

Date Board Approved: September 23, 2024

Replaces Policy Dated: March 25, 2024

Board Member's Signature

POLICY

BikeWays

The manager or designate in BikeWays is authorized to make the day-to-day business decisions within the parameters of Pathways Abilities Society policies and procedures including inventory purchases based on preapproved supply order requests and the annual budget.

All purchases must be made in person using debit or cash.

All purchasers must be issued a receipt and are considered a final sale.

During the year inventory is replenished as required. Items in excess of \$100.00 require preapproval from the executive director.

All inventory purchases must be entered and approved on the ShareVision supply list. When the inventory arrives it is checked to match the purchase order. Once the purchase order is checked ensuring accuracy, the supply order is completed, the receipt is initialed by the employment manager and is forwarded to the finance department.

Complete inventory counts occur in March and September. Actual stock is compared to what is listed in ShareVision inventory, ensuring the ShareVision inventory is correct.

Bikes from the lost and stolen bike program are stored until the 90-day holding period has passed. Bikes reclaimed by the rightful owner must pay a \$25.00 administration fee and provide proof of ownership.

Once the 90-day holding period has expired, qualified staff review the bike and determines if the bike is saleable or repairable using the Completed Repairs Checklist. Bikes deemed not repairable are dismantled and disposed of as outlined in policy and the parts kept and reused.

Lost or stolen bikes that have already been sold may be claimed by an original owner after the release date. Notify the purchaser and provide them with a different bike of similar condition and value in exchange. The bike is returned to the rightful owner.

Product pricing including bike sale prices is completed as outlined in the Fee Pricing for Services and Products policy and procedure and the Bicycle Blue Book. Bikes are priced based on current condition of the bike, its age and fair market value compared to new bikes with similar features. The employment manager or a staff or volunteer who has been at BikeWays for minimally 6 months are authorized to provide no more than an additional \$20.00 discount to customers who are purchasing more than one bike within the same day and month.

Community members who donate bikes valued at \$500.00 or more identified in the Bicycle Blue Book will be issued a taxable donation receipt. In order for a tax receipt to be issued the following must be submitted to the executive director or designate: A picture of the bike, the serial number, the donors full name, contact information (mailing address, phone number and email address) and a copy of the blue book value of the bike.

Pathways may accept bikes on consignment under the following conditions however is under no obligation to accept a bike; the bikes value is minimally \$175.00, the bike is in good condition and potentially salable, the consigner and BikeWays representative can agree on a sale price, there is space available in the shop, the consigner can provide proof of ownership and for a fee of 30% of the sale price. One bike per consignor may be accepted until it is sold, then a second bike can then be assessed and possibly consigned.

Consignment bikes are only accepted between March 1 and August 31. Any consignment bikes not sold by the end of August must be reclaimed and signed for by the consignor. BikeWays does not store consignment bikes during the off season. No fee is charged to the consignor if the consigned bike does not sell.

Consignment bike sales are sold for cash. A Consignment Agreement and Sales form must be completed outlining the terms, acknowledging the insurance waiver and setting out the commission fee to be paid to BikeWays upon the sale of the consigned bike.

General public bikes repairs are not permitted nor insured except for repairing flat tires for a fee.

Product diversification or operational changes requires a business plan and is done in consultation with the executive director and approved by the Board or Directors.

Social Ventures

Service contracts are completed annually. Prior to contracts being developed a budget is completed. There can be no deficit associated with implementing the contract.

Service diversification or new contract opportunities requires a business plan and is done in consultation with the executive director and approved by the Board or Directors.