

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: CONTRACTS**

**Applies to:** All Personnel

Original Effective Date: June 27, 2005

Effective Date: February 26, 2024

Replaces Procedure Dated: July 4, 2016

1. Contractual opportunities or contract renewals are brought to the executive director who informs the Board of Directors.
2. The executive director or their designate executes contracts on behalf of the society and informs the board of directors in a timely manner of new contracts.
3. Contracts are kept in a secure location either in the in the finance manager's office or the executive directors and are uploaded to appropriate file in the M drive/ Management.
4. The terms of contracts are adhered to.

#### Community Living BC Contracts (CLBC) Agency other than Home Share

1. New, revised and modified contracts are sent to the executive director to review, confirm and execute.
2. When the fully executed document is returned, the executive director:
  - Forwards a copy the finance managers.
  - Saves a copy in the M drive/ Management/ Contracts/ CLBC/ specific service area.
  - Updates the Excel spreadsheet in the M drive Management/ Budgets/ Revenue and Contract Agency other by coping the latest tab, entering the new month and year and updating the appropriate section with the contract amount (Either a one-time Payment or Current).
3. The finance managers reviews the contracts, confirms that the spreadsheet has been updated and is accurate and balance to the direct deposit Statement of Account.

#### CLBC Home Share Contracts

1. New, revised and modified contracts are sent to the executive director to review, confirm and execute.
2. When the fully executed document is returned, the executive director:
  - Forwards a copy the finance manager and home share coordination managers.
  - Saves a copy in the M drive/ Management/ Contracts/ CLBC/ specific service area.

3. The home share coordination managers:

- Update the Excel spreadsheet in the M drive Management/ Budgets/ Revenue Home Share (appropriate year) by copying the latest tab, entering the new month and year and updating the appropriate section contract amount.

4. The finance managers reviews the contracts, confirms that the spreadsheet has been updated and is accurate and balances to the direct deposit Statement of Account.

#### Home Share Contracts

1. Refer to the Home Sharing Coordination procedure.

#### Social Ventures Contracts

1. Annually in the month of January, the employment manager:

- Updates the social ventures annual budget.

- Sends the budget to the executive director and finance manage for review.

- Updates the social ventures contracts.

- Sends the contracts electronically to the executive director for to review, confirmation and execution.

2 The executive director returns the executed contracts electronically to the employment manager to return to the contractor and gives the original to finance department.

3. The employment manager updates the monthly billing amounts and submits to the finance department.

4. The finance department creates, distributes and tracks invoice payment.