



UPDATES TO FINANCIAL POLICIES

FINANCIAL POLICIES		
#	Policy Name	Key Changes
301	Signing Authority	- Clarified to indicate that only contracts that bind TO Live to a liability need two signatures - Now provides for Department heads to sign contracts under \$499.99 - Updated to include provision for signing Education & Engagement contracts - Expanded provision of signing authority for Development contracts to include VP of Development and Director of Development - Updated titles
302	Rental Contracts	- Removed requirement of approval from VP of Finance and Administration for consignment tickets - Tightened up the requirement around deposits
303	Financial Delegation of Authority for Purchasing	No changes
304	Facility Fee	- Updated venue name - Added section for performances underselling
305	At Risk Presentations	No changes
306	US Cash Exchange	No changes
307	Travel and Expenses	- Updated to include guidelines for use of taxi chits - Updated to include per diems and rates - Updated to include reimbursable mileage rate - Updated list of non-reimbursable expenses - Decreased overnight accommodations rate - Changed staff contact for mobile travel plans
308	Petty Cash	No changes
309	Capital Assets	No changes
310	Records Retention Schedule	Reference to 'CTT' changed to 'TO Live'
311	Management Expense Reimbursement	- Renamed Expense Reimbursement to allow for non-management employees to get reimbursed for TO Live expenses - Reference to management changed to employee/staff
312	Unredeemed Vouchers	No changes

313	Procurement	No changes
314	Credit Cards	• Changed name to <i>Corporate</i> Credit Card Policy • Process updated to reflect cardholder's responsibility for regular submission of receipts with completed Credit Card Expense Form
315	Donation	No changes
316	Publishing CEO Expenses	No changes
317	Drop Safe Procedures	No material changes, process updated
318	Cash Handling Guidelines	No material changes, process updated
319	Corporate Sponsorship	No changes
320	Naming Rights	No changes
321	Facility Fee Reserve Fund	No changes
322	Programming Reserve Fund	No material changes, reclassified as Financial Policy, assigned a policy number
323	Direct Deposit	• New Policy