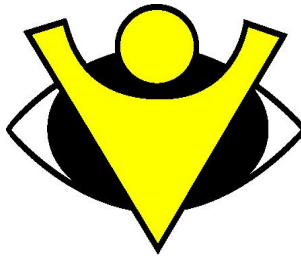


**MILITARY POLICE FUND
FOR BLIND CHILDREN**

CANADIAN FORCES PROVOST MARSHAL
DEPARTMENT OF NATIONAL DEFENCE
2200 WALKLEY ROAD
OTTAWA, CANADA
K1A 0K2



**FONDS DE LA POLICE MILITAIRE
POUR ENFANTS AVEUGLES**

GRAND PRÉVÔT DES FORCES CANADIENNES
MINISTÈRE DE LA DÉFENSE NATIONALE
2200 CHEMIN WALKLEY
OTTAWA, CANADA
K1A 0K2

AIDE-MÉMOIRE

The Board of Directors of the Military Police Fund for Blind Children (MPFBC) has approved the revision of this Aide-Mémoire to aid both Board Members and Unit Representatives in their commitment to serve blind and visually impaired children throughout Canada. The Aide-Mémoire outlines basic procedures in the operation of the Military Police Fund for Blind Children as derived from the Fund's Constitution, by-laws and minutes. It also incorporates the current terminology used by the Canadian Forces Military Police Branch.

Since 1957, the Military Police have been promoting the objectives of the Military Police Fund for Blind Children and in so doing have proudly participated in a commitment of community support. Notwithstanding this tradition, the MPFBC continues to rely on the dedication and support of Military Police Branch members and in particular those volunteers who have taken on the charitable task of actively participating in the objectives of the Fund.

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Introduction

Colonel James Riley Stone, CM, OMM, DSO, CD, was the founder of the Military Police Fund for Blind Children (MPFBC) which had its humble beginnings in 1957. Colonel Stone was the Commanding Officer of the 2nd Battalion of the Princess Patricia's Canadian Light Infantry when his one year-old daughter Moira was afflicted with cancer of the eye, resulting in eventual blindness and death at the age of seven. During his daughter's illness, Colonel Stone came into contact with organizations that were struggling to help blind children. He became aware that there were many other blind children less fortunate than his daughter who were unable, through lack of money, to enjoy some of the simpler things in life. Their plight affected him tremendously and he was determined to help them in every way he could. Also during this time period, he was appointed as the Canadian Army Provost Marshal (Military Police). He canvassed members of the Military Police, asking them to voluntarily contribute one or two dollars per year and using their donations, established a Fund to help blind children under the age of 13 years.

As a consequence of Colonel Stone's enthusiasm, the Military Police Fund for Blind Children was established. Issued with a Letter of Patent on October 18, 1976 and a Trust Agreement on October 27, 1977 the Fund was established as a Charitable Corporation (Number 164763) in accordance with Part II of the Canada Corporations Act. This Act, which is administered by the Corporations Directorate of Industry Canada, provides instruction on the establishment and operation of not-for-profit Corporations as well as the framework for by-laws of which the MPFBC must adhere.

One of the very notable aspects of the Blind Fund is that it is run and managed totally by Military Police volunteers. It remains unique in Canada, as the only officially authorized 'military' charity in the country. Members of the Military Police, including other military and civilian community members, become personally involved in fund raising activities for the Blind Fund. They involve themselves with funding recipients, visit visually impaired children in many different environments, and invite them to Canadian Forces bases to learn more about the Canadian Military.

In every Military Police unit, regardless of size or geographic location, you will find a Blind Fund representative. These volunteers are responsible for the coordination of fund-raising activities and identifying children or organizations which could benefit from MPFBC assistance.

Objectives of the Fund

The Fund is run by a Board of Directors, inclusive of all ranks within the Military Police, which supervise the management of the Fund's activities. In accordance with Letters Patent and as amended by the Board of Directors, the objectives of the Fund are:

- ❖ to aid blind and visually impaired children and young adults up to and including the age of twenty-one; and
- ❖ to support charitable organizations and individuals involved in the education, training and recreation of blind and visually impaired children and young adults.

** It is very important to note that:

- the mandate of the Board allows direct assistance only to individuals who reside in Canada; and
- individuals or organizations wishing to submit a funding request to the MPFBC do not require to be affiliated in any manner with either the Canadian Forces or the Military Police.

The MPFBC is an activity that continues to proudly promote the involvement of Military Police in the community. Volunteers from the Canadian Forces Military Police continue to exercise stewardship in the Fund's continued success.

Managing the Fund

The MPFBC, in accordance with the Canada Corporations Act, has applicable by-laws that address its operations. Some of the highlights that should be known by all involved in the MPFBC are as follows:

- ❖ CORPORATE SEAL. The seal of the Corporation of the Military Police Fund for Blind Children is in such form as prescribed by the Directors of the Corporation and has the words "**Fund for Blind Children – Military Police Militaire – Fond Pour Enfants Aveugles**".
- ❖ CONDITIONS OF MEMBERSHIP. Participation and membership in the Corporation is open, voluntary and no fees are charged.
- ❖ HEAD OFFICE ADDRESS. The head office of the Corporation is located at: **Canadian Forces Provost Marshal Office, 2200 Walkley Road, Ottawa, Ontario, Canada, K1A 0K2.**

❖ BOARD OF DIRECTORS. The property and business of MPFBC is managed by a Board of Directors, consisting of not less than seven and not more than 12 persons. Directors volunteer on a yearly basis at the discretion of the Chair, except for the Treasurer who may not be extended beyond a third year. It is the job of the Board of Directors to take steps to enable the Corporation to receive donations and benefits for the purpose of furthering the objectives of the MPFBC. To facilitate regular meetings at no cost, the Board of Directors is exclusively comprised of personnel who work and reside in the National Capital Region. The normal composition of the Board is:

- Chair;
- Vice-Chair;
- Secretary;
- Treasurer;
- Ex-Officio Financial Advisor;
- Atlantic Region Representative;
- Quebec Region Representative;
- Ontario (East) Representative;
- Ontario (West) Representative;
- Prairie Region Representative;
- Pacific Region Representative; and
- Any other person as agreed to and duly voted in as a member by the Board.

****Note**** All the above members comprise the Board of Directors. Notwithstanding the preceding, throughout this document the Chair, Vice-Chair, Secretary and Treasurer may also be referred to as Officers of the Corporation. Similarly, while also members of the Board of Directors, Regional Representatives will usually be referred to as such (Regional Representative) when describing duties and responsibilities specific to their positions.

- Chair. The Chairperson of the Board or Chair is a member of the Corporation whose appointment has been endorsed by the Military Police Branch Advisor. The Chair may appoint up to 11 and not less than six members of the Corporation to be Directors.
- Director. A Director may exercise powers of the Corporation as detailed by the Canada Corporations Act or by the Corporations by-laws. As part of a quorum, Directors (not including the Treasurer who does not have voting privileges) vote to:
 - approve expenditures in relation to funding requests;
 - authorize expenditures to further the objectives of the Corporation; and
 - take steps to receive donations and benefits on behalf of the Corporation.

- Duties. Directors of the Corporation receive no remuneration nor derive any personal benefit for acting as Directors of the Corporation. The general duties of Directors are to:
 - attend meetings and participate in discussions as laid out in the Agenda;
 - be responsible to evaluate submissions for financial assistance;
 - be responsible to represent a geographical region as designated by the Chair; and
 - be responsible for those duties as detailed in the Canada Corporations Act; Specifically, Contracts (Sect 21 of the Act), Borrowing Powers (Sect 65 of the Act), Directors (Sect 86 -100 of the Act), and the Corporations Books (Sect 109 of the Act).

❖ OFFICERS. The Officers of the Corporation are the **Chair, Vice-Chair, Secretary and Treasurer** and others as the Board of Directors may, (in accordance with by-laws) determine. The Officers are also Directors of the MPFBC and, with the exception of the Treasurer, are voting members. No remuneration or personal benefit may be derived for acting as an Officer of the Corporation.

- **The Chair** is the Chief Executive Officer of the Corporation and presides at all meetings of the Corporation and Board of Directors. The Chair has responsibility for the general and active management of the business of the Corporation and ensures that all orders and resolutions of the Board are carried into effect.
- **The Vice-Chair** is an Officer and a Director of the Corporation and is appointed by the Chair following each Annual General Meeting (AGM) of members. The Vice-Chair, in the absence of the Chair, performs the duties and exercises the powers of the Chair. The Vice-Chair is the officer of primary interest (OPI) for the production of the Annual Report, the independent audit and the coordination of the AGM.
- **The Secretary** acts as chief administrative officer and records the minutes of all official Fund proceedings. The Secretary gives notice of all meetings, is custodian of the seal of the Corporation and is responsible to maintain the status of the Corporation. In addition, the Secretary monitors all requests for funds and ensures the submission of all invoices, receipts, etc. to support authorized projects. Specific technical responsibilities of the Secretary may be found at Annex A to this document.

- **The Treasurer** is an officer and non-voting Director of the Corporation and is appointed or re-affirmed by the Chair at the AGM. The Treasurer remains in office for a two-year period with a third term at the discretion of the Chair. He/she is entrusted with the custody of the Corporate Funds and securities and keeps full and accurate accounts of all assets, liabilities, receipts and disbursements in accordance with Sect 117 of the Canada Corporation Act, in books belonging to the Corporation. The Treasurer also has responsibility to oversee and ensure the continued maintenance of the MPFBC website. Specific technical responsibilities of the Treasurer may be found at Annex A to this document.

- ❖ **EX-OFFICIO FINANCIAL ADVISOR.** The Chair appoints an Ex-Officio Financial Advisor to the Board who must have a financial background and preferably be an officer from the Logistics Branch. The Ex-Officio Financial Advisor has no voting rights, but attends all meetings of the Corporation and Board of Directors in order to:
 - Provide financial advice and written reports to the Board in the areas of short and long term financial strategies including investment of the Trust Fund;
 - Assist the independent auditor with his annual audit, if so required;
 - Assist in drafting Bank correspondence to control the Fund's double signature accounts;
 - Verify all annual tax and summary returns; and
 - Assist the Treasurer with bookkeeping as required.

In addition, the Financial Advisor conducts monthly, independent bank reconciliations as an added measure of internal control throughout the year.

- ❖ **REGIONAL REPRESENTATIVES.** Regional Representatives are the conduits by which Unit Representatives seek guidance and make funding submissions to the Board of Directors. They also ensure that Unit Representatives submit quarterly returns and if applicable, are made aware of procedural changes. Specific responsibilities regarding the review of unit submissions are found under the Section titled “Procedure for Requesting Disbursements.”

- ❖ **DEED OF APPOINTMENT.** All Directors of the MPFBC sign a Deed of Appointment and submit it for filing to the Secretary. These Deeds of Appointment, with any subsequent letter of Resignation, are kept in a file held by the Secretary.

- ❖ **UNIT MPFBC REPRESENTATIVES.** The strength of the MPFBC lies with those Military Police volunteers at Canadian Forces units across the country and overseas. It is the unselfish dedication of these volunteers that is at the heart of the MPFBC’s success in

meeting its stated objectives. It is Unit Representatives who are responsible for coordinating MPFBC activities within their local area, which includes:

- Fund raising activities.
- Sponsoring requests for funding approval.
- Familiarization and liaison with individuals, associations, schools, etc. that may benefit from MPFBC activities.
- Liaison with the applicable Regional Representative on MPFBC activities and issues of concern.
- Maintaining the First Level (Unofficial) Receipt book.
- Submitting Unit MPFBC annual and quarterly reports.

A detailed month-by-month checklist (✓) of the responsibilities of Unit Representatives may be found at Annex B to this document.

❖ MPFBC Meetings. Meetings of the Corporation are conducted as per the following guidelines:

- An **AGM** of the members of the Corporation is held normally in **March** following the end of the MPFBC fiscal year in accordance with the Canada Corporation Act. At this meeting the annual financial report is reviewed and the upcoming fiscal year's budget is determined.
- Every voting member has the right to request a **Special General Meeting** be convened to review and vote on time sensitive Corporation business issues.
- Notice - **Thirty days** prior notice (with proposed agenda) is required before any annual or special general meeting of members. A quorum of the majority of members of the Board of Directors must be present in person if the business done is to be binding.
- Meetings of the Board of Directors occur at least quarterly or more if a fourteen-day notice is given.
- At all meetings of members of the Corporation every question shall be determined by a majority of votes unless specifically provided for otherwise in Canada Corporations Act or by the Corporations by-laws.

****Note**** In exceptional circumstances, the Secretary may call for an electronic vote to be held (via email) to deal with extremely time-sensitive issues. Members record their

vote individually to the Secretary without carbon-copying other voting members to maximize impartiality. The Secretary shall record the vote and notify the members of the results.

- ❖ AUDITS. The financial year of the Corporation is the calendar year and at the AGM a duly qualified independent auditor is selected to audit the accounts of the Corporation for the upcoming year. A signed copy of the Auditor's report of the previous year is tabled at the AGM and a copy is included in the Annual Report of the Corporation. In addition, the Treasurer prepares the unit books and provides a report to the Chair not later than the AGM.
- ❖ SIGNATURE AND CERTIFICATION OF DOCUMENTS. Contracts, documents or any instruments in writing requiring the signature of the Corporation, are to be signed by any two of the officers of the Corporation. The Treasurer is only authorized to co-sign cheques and other like financial records. All contract documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.
- ❖ DONOR RECEIPTS. Detailed information on donor receipts, including first level receipt books may be found at Annex C to this document.
- ❖ PROCEDURE FOR REQUESTING DISBURSEMENTS. Requests will be entertained from all Unit Representatives who sponsor a submission for MPFBC funding. It is the responsibility of the Unit Representatives to coordinate the staffing of any local requests for funds directly to the MPFBC Board of Directors through the Regional Representative assigned to their geographical area.

Prior to the forwarding of any request, the Unit Representatives must familiarize themselves with each individual submission. They must also assist in filling out the submission form and forward the request electronically to the head office of the MPFBC. As a minimum, the following information must accompany each funding submission:

- a complete and properly compiled submission form. Vague or incomplete entries will result in the submission being returned;
- for a submission for an individual person, a letter or other correspondence from a competent authority (doctor, social worker, educational therapist, etc.) describing the medical condition and severity of visual impairment;
- submissions for first time individual applicants should include a brief personal history of the child so that the Board may better understand the impact of the disability(ies); and

- a minimum of two official price quotes for the item(s) being requested. Single source submissions will not be accepted. Unit Representatives must inform requestors to conduct adequate research to ensure two official price quotes are provided. An official price quote is one that is dated; addressed specifically to the requestor; valid for a certain length of time and one which clearly indicates the cost as well as the exact items/services to be provided.

In very rare circumstances where it can be clearly and undeniably shown that only one resource is possible (e.g. request for attendance at a specific camp, etc.), single quotes will be considered. In such circumstances, the Regional Representative must be made aware of this fact well in advance of the submission deadline.

In addition, Unit Representative may need to advise applicants that the committee does not entertain funding submission when the items requested have already been paid for or purchased.

The Regional Representative must ensure they:

- familiarize themselves with the submission;
- if necessary, contact the sponsor of the submission to verify or to clarify any points;
- write a summary of the request and make a recommendation of the preferred action;
- ensure the submission is added to the electronic Submission Matrix as soon as it is received;
- present the submission at the next meeting of the MPFBC;
- verbally inform the Unit Representative of the Board of Directors' decision;
- prepare a letter to the sponsor (which will ultimately be forwarded through the Unit Representative). **See Note below for administrative staffing.** All letters must include the date of the meeting and the decision of the Board.
- funding approval letters must also include:
 - ✓ the maximum amount of funding approved;
 - ✓ the fact that the funds will be forwarded only upon receipt of the invoice(s);
 - ✓ the fact that payment will only be made to the individual or company providing the good or service; and
 - ✓ the complete mailing address of the Fund.

- In circumstances where funding was denied or deferred, a complete and detailed explanation of the Board's rationale must be included in the letter.

****Note**** All letters must be forwarded electronically to the Secretary for review and subsequent signature by the Chair or his/her designate. Once this has been done, the letter will be scanned by the Secretary and electronically sent back to the Regional Representative for onward transmission.

- Seed Money. All Seed Money, which are funds expended by Unit Representatives to cover the start-up expense of an event (i.e. rental of arena, production of tickets, etc.) on behalf of MPFBC fundraising, must be approved by the Board of Directors. Unit Representatives are not authorized to expend donated funds without prior approval of the Board (this could be considered misrepresentation, theft, or a violation of the procedures outlined in the Canada Corporations Act).
- Float Funds - Unit Representatives may establish a "float fund" to pay for administrative-type items required to conduct day-to-day business. This establishment of a float fund is subject to the following guidelines:
 - a. it may not exceed \$100.00;
 - b. it must only be used for items needed to conduct day-to day MPFBC business (stamps, etc.);
 - c. it must be documented and any expenditures must clearly be shown in quarterly reports; and
 - d. expenditures for the float fund are subject to audit.

It must be noted that this float fund is not designed to replace "seed money" for a specific event. For example, if a Unit Representative requires \$300.00 to get a fundraising event started, then they should request it, and a cheque will be written for that event.

For those wishing to create such a fund, and have collected donations funds already, they may sever up to \$100.00 from that to start the float fund. Care must be taken to document it on quarterly reports. For Unit Representatives who wish to start one and do not have donation money, request the float money from the Treasurer via email.

FUNDING SUBMISSION FORMS

Funding submission forms may be found at Annex D to this document.

❖ **SPENDING PRIORITIZATION.** In order to facilitate the prioritization of spending, the three primary categories of the MPFBC have been divided into sub-categories. Disbursement of funds are based on this system of priority which ensures that the Corporations objectives can be met within the yearly budget and limited funds at its disposal in a systematic, equitable and fair manner. To facilitate the Board of Directors' decisions, before each quarterly or annual meeting, every submission received from the unit MPFBC representative requesting funding is prioritized as follows:

1. Seed Money
2. Lifestyle Enhancement:
 - a. Individual Medical needs. (glasses, wheelchair, bath chair, walker, etc.);
 - b. Individual Educational Items. (CCTV, JAWS, computers, software and accessories, Spinoza Bears, etc.);
 - c. Individual Educational (Academic/Lifestyle) Training. Attendance at a specialized institution providing academic and/or lifestyle training. Funding may include tuition, equipment, material and training;
 - d. Equipment for institutions that serve visual impaired children. (visually stimulating books, electronics, learning aids, playground structures, activity panels, etc.);
 - e. Guide dogs;
 - f. Personnel development. Training, lessons and/or items with a less academic focus such as speech, music, dance or movement; and
 - g. Others.
3. Recreational Activities:
 - a. Sporting activities (sports camps, horseback riding lessons, competitions, etc.);
 - b. Summer camp sponsorship (traditional camps, Space Camp, etc.);
 - c. Trips (school trips, etc.);
 - d. Transportation and escorts; and
 - e. Others.

❖ **SUBMISSION OF REPORTS BY UNIT REPRESENTATIVES.** It is important that Unit Representatives at all units, wings, bases and stations submit a signed annual report no later than **20 January** covering the previous financial year. This is important in ensuring that the contribution process is consistent and auditable, to account for and control the flow of monies from the moment of receipt by the Unit Representative to receipt by the Treasurer of the MPFBC. Subsequently, unit reports need to be full and complete, as they form a necessary part in the maintenance of the Funds "charitable" status. The following MPFBC Unit Report format is to be locally produced and forwarded to their Regional Representative either typed or printed legibly by the Unit Representative. Each quarter, the Unit Representative should be forwarding (using the same format) their returns electronically to their Regional Representative. The Regional Representative will review and forward the report (quarterly and annually) to the MPFBC Secretary.

MPFBC Unit Report Form – Financial Report for Quarterly and Yearly Contributions

Unit MPFBC Financial Report for Year _____		File #: _____
Unit Name and Mailing Address: _____		
Does this report include more than one unit? No Yes		
If yes, list the other unit name(s): _____		
If you received seed money this FY please enter the date and total received. Date: _____ \$ _____		
Is this a NIL return (i.e. no contributions)? No Yes		
<small>(If yes, go to final balance and enter Nil, ensure you provide the receipt book numbers).</small>		
Opening Balance as of 1 Jan _____ (year) \$ _____		
Total Funds received 1 Jan- 15 Mar	\$	
Amount sent to MPFBC Head Office in 1 st Quarter, 15 Mar _____ (year)		\$
Date sent _____ Cheque # _____		
Total Funds received 16 Mar – 15 Jun	\$	
Amount sent to MPFBC Head Office in 2 nd Quarter, 15 Jun _____ (year)		\$
Date sent _____ Cheque # _____		
Total Funds received 16 Jun – 15 Sep	\$	
Amount sent to MPFBC Head Office in 3 rd Quarter, 15 Sep _____ (year)		\$
Date sent _____ Cheque # _____		
Total Funds received 16 Sep – 31 Dec	\$	
Amount sent to MPFBC Head Office in 4 th Quarter, 31 Dec _____ (year)		\$
Date sent _____ Cheque # _____		
Annual Total Funds Received.	\$	
Annual Total Funds sent to MPFBC Head Office in Ottawa.		\$
Balance should be \$0.00, please include a written explanation attached to this report if this is not the case.		

First Level (Unofficial) Serialized Receipts issued for this FY:

Total Issued: _____

Serial Numbers: _____

Serial Numbers of books remaining at the unit: _____

Total Number of receipts remaining: _____

Unit MPFBC Representative (given and surname): _____

Person completing this form (if different from above): _____

Signature of person completing this form: _____ Date: _____

Effective Date: MPFBC 6 December 2000

Frequently Asked Questions (FAQ) – MPFBC

Why must I make a deposit (or nil return) to Ottawa each quarter? Why don't I just send it at the end of each year?

There are several answers to this question. The first is for budgeting. The executive is attempting to disperse funds every quarter, it is therefore important the funds are made available to return to you in the form of your requests. A second reason is that NPF is not providing any interest on our funds while it is sitting at the bases. We can earn more interest on the larger collective amount than you can on the smaller local totals. Finally, it makes it much easier to determine how much we can spend and how much we can invest if we have quarterly returns.

I never received a hand-over from the last unit rep, is there anyone I can talk to?

Yes! You should contact the Regional Representative responsible for your geographical area and explain your situation. A list of Regional Representatives may be found on the MPFBC website at www.mpfbc.com. Find out if there is already some past audits conducted that may help you with what “has” happened. If you are in a difficult situation and unable to contact the Regional Representative, you may contact the Secretary or the Treasurer directly.

Is there anything I must file for taxes?

Only the MPFBC Treasurer must file an income tax form. If you receive any income tax information such as T-5 slips or other correspondence, pass it to your Regional Representative who will pass it to the MPFBC Treasurer. In some provinces, where you may have secured a lottery license, a submission may be required. Contact your Regional Representative for direction.

What about tax receipts?

You as the Unit Representative of the MPFBC do not issue tax receipts for income tax purposes. Official “DONOR” tax receipts are issued from the head office in Ottawa. In order to facilitate the timely issue of tax receipts, you as the Unit MPFBC Representative record the necessary details of donations and donors on a First Level (Unofficial) Receipt book which has three carbon pages used for recording monies received and persons requesting a tax receipt. This ‘serialized’ receipt is forwarded to the Treasurer who will draw up an Official Tax Receipt that will be mailed directly to the donor. If you do not have the first level receipt book and forms contact your Regional Representative or the MPFBC Treasurer. Donors may also be given the option of completing the on-line donation form and forwarding it directly to the Treasurer.

There are several reasons for this process – the donor has an immediate receipt for the funds donated by using the First level Receipt book and a copy of the request for an Official Tax Receipt. It assists in maintaining the integrity of the receipts, only Officers of the Corporation have the authority to issue and sign a tax receipts in accordance with the Income Tax Act. And, it reduces the possibility of misuse of the receipts and provides an audit trail from Unit to Head Office.

How long do I have to submit an invoice to the MPFBC Treasurer for payment once a submission for disbursement has been approved?

The Board expects that the Unit Representative or the submission sponsor will submit an invoice for approved disbursements to the Head Office within 45 days. When the Board has determined that it will support a submission during a quarterly meeting, this decision is reflected in the minutes of that meeting. The Regional Representative is responsible for drafting a letter for signature of the Chair informing the Unit Representative and recipient of the donation that the MPFBC will be supporting their request. The Regional Representative can usually facilitate the process by informing the Unit Representative directly of the Board’s decision on completion of the quarterly meeting. If there are problems in submitting an invoice within 45 days contact the Regional Representative – in exceptional circumstances extensions can be given.

What is the MPFBC Website?

The MPFBC website can be found at:

www.mpfbc.com

Is there a pay allotment code for the MPFBC?

Yes, there is a pay allotment code for the MPFBC and it is **PO72**. Individuals wishing to use this donation method should consult their pay office. You are also reminded that the official Canadian Charity number is 134949635RR0001.

What is the critical information that assists the Board of Directors in making a determination on whether to fund or not to fund a submission for funds?

A complete MPFBC Submission Form inclusive of family income and composition assists the Board in determining funding capabilities within a limited quarterly budget and in keeping with the objectives of the Corporation.

How are Unit Submission Forms processed?

