**Appendix 3**

**York ASD Partnership Agreement**

**Addendum #3: Financial Trustee**

**Children’s Treatment Network of Simcoe York (CTN) will fulfil the role of financial trustee on behalf of the York ASD Partnership, as per the following agreement:**

|  |  |
| --- | --- |
| **Purpose** | **Financial Trustee/Banker for the York ASD Partnership** |
| **Funds to be managed** | **All funds received on behalf of the ASD Partnership, inclusive of funding from external sources or cost-sharing within the Partnership for specific purposes** |
| **Time Period** | **August 1, 2010 – September 30, 2011, renewable** |
| **Responsible Partner** | **Children’s Treatment Network of Simcoe York** |
| **Guiding References** | * **Addendum #1 – Cost Sharing of Project Manager contract** * **Addendum #2 – KPAS contract management/PM contract** * **Funding Requirements of any grants received, e.g. Autism Speaks** * **Partnership Agreement/Strategic Plan** |
| **Supervision/Lead** | **CTN’s financial services are supplied by NSM Community Care Access Centre, and overseen by Bill Frampton, CTN’s Infrastructure Director, in concert with Sandy Thurston, CTN’s rep on the ASD Partnership and Steering Group** |
| **Decision-making** | * **Approval on the York ASD Partnership’s financials rests with the Partnership** * **Based on this approval, regular decision-making is by consensus at the Steering Group** * **CTN can only act on Steering Group decisions if the funds are available, taking into account contractual obligations as a priority** |
| **Accountability** | **CTN is responsible to manage the funds of the York ASD Partnership according to the Partnership’s approvals, and report on a quarterly or as needed basis to the Partnership and the Steering Group** |
| **Specific Deliverables** | * **Invoice, receive and pay out funds on behalf of the York ASD Partnership** * **Manage funds in a separate account for York ASD Partnership & cash flow, according to CTN’s auditor-approved financial practices** * **Provide quarterly statements and assistance with planning projections, or as needed** * **Work with the Steering Group and Project Manager to: draft the annual budget; ensure that funding requirements are met and reported according by the Partnership according to the terms of the funding agreements** * **Establish contracts or make commitments on behalf of the ASD Partnership as requested by the Partnership** |
| **For Discussion or Exploration** | * **Providing charitable receipts (see Coalition-New Path)** |
| **Not included** | * **The financial trustee role does not include responsibility for raising funds on behalf of the ASD Partnership, other than as shared by all members.** * **If a separate audit or other extraordinary expense is required for the York ASD Partnership, CTN will , with prior notice, recover the cost from the Partnership.** |

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Date CEO, Children’s Treatment Network Simcoe York

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Chair, York ASD Partnership