

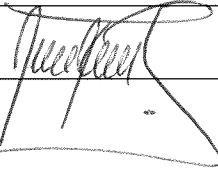
	DOCUMENT TITLE: EXPENSE POLICY	REVISION: 0
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CLUB POLICY

EXPENSES

SIGNATURE	DATE	APPROVED BY:
	25-Jan-17	Annabel Stevens Manager of Accounting and Administration
SIGNATURE	DATE	AUTHORIZED BY:
	25-Jan-17	Sheila Rule Director of Administration and Finance
	25-Jan-17	Juan Castillo President

NOTES:

1. This document is not valid unless authorization signatures above are present.
2. Any questions or clarifications on this document are to be addressed to the Manager of Accounting


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REVISION TABLE

REVISION	DATE	DESCRIPTION OF REVISION
0	25-Jan-17	Initial implementation

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Purpose

The Foothills Swimming Association (UCSC) must maintain high legal, ethical, managerial, and professional standards in the management of the resources entrusted to it by its members. We must ensure that club expenses are incurred in a manner that guarantees the club:

- Obtains value for money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service;
- Uses a fair and open process when calling for, receiving, and evaluating quotations and tenders, as applicable;
- Meets its legal and ethical obligations in the acquisition of goods and services by purchase
- Respects approved budgets for specific expenses, or seek the appropriate documented approvals to deviate from budget.

Scope

This policy applies to The Foothills Swimming Association (UCSC).


This policy governs the management of expenses from goods and services for the UCSC from all sources, including the operating and capital funds and all other funds at its disposal. The Manager of Accounting and Administration has overall responsibility for administering this policy under the general direction of the Director of Administration and Finance.

Definitions

Purchaser - Designated person with the authority to commit club resources in the acquisition of goods and services.

Approver - Individual with authority over budgets sanctioned by the membership or the Board of Directors in alignment with their mandate as established in the Club Bylaws.

Emergency Purchase or Expense – Unpredictable circumstance under which an immediate purchasing decision is required to prevent a delay which could result in danger to personnel or members, damage to property or the environment, or suspension of services. Normally, the event will occur after hours or on weekends when no administrative purchasing support is available, and as a result of unforeseen events for which no planning could have been anticipated. Lack of planning will not be tolerated as reason for incurring in Emergency Expenses.

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Responsibilities and Exceptions

The interpretation of this policy is the responsibility of the Director of Administration and Finance who will provide the administrative direction to carry out the policy by stipulating the procedures and controls necessary to ensure that expenditures are made according to sound business practices with appropriate accountability

Exceptions to this policy must be approved by the Board of Directors

Purchaser

The **Purchaser** is responsible for:

- Making purchases in agreement with this policy.
- Retaining itemized receipts until they are to be submitted.
- Submitting a properly filled and approved report with original itemized receipts attached.
- Complying with the timeline stipulations for reporting and submission of documentation.
- Adhering to all conditions and restrictions imposed by this policy.

Approver

The **Approver** is responsible for:

- Ensuring that the purchaser is not using club resources for personal purchases.
- Ensuring expenses are kept within budgeted or otherwise approved amounts.
- Ensuring expense reports are issued and approved
- Complying with the timeline stipulations for reporting and submission of documentation.


ADMINISTRATIVE COMPLIANCE

Purchasers and Approvers are responsible for compliance with the standards presented in this policy. Non-compliance with these standards can result in the purchasing and expense rights being taken away, and progressive disciplinary action being taken depending on the severity of non-compliance:

General Guidelines

UCSC will reimburse its directors, committee members, other volunteers, contractors and staff for all reasonable out of pocket expenses incurred as a result of participating in approved organization activities to the extent allowed within these guidelines:

- A person should not incur unbudgeted or unapproved costs through carelessness or excessive spending. All expenses should be budgeted and/or pre-approved.
- Budgeted and approved expenses for which no advance has been issued will be paid by the

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individual incurring them, and should be submitted for reimbursement on a monthly basis or as they are incurred. In the event that an individual needs to be reimbursed in a timelier manner, every attempt will be made to have the expenses paid as quickly as possible.

- All claims must be made on the Expense form provided by UCSC and must be supported by original receipts in all cases.
- Claims for expenses not supported by original receipts will be evaluated but may not necessarily be reimbursed depending on the circumstance.
- All expenditures must be within approved budgets and must be approved by:
 - The President of the board for all board and committee of the board expenses
 - The President of the board for all expenses by the Director of Administration & Finance
 - The Director of Administration & Finance for all staff, contractor and committees of the organization expenses
- For swim meet hospitality related expenses, an advance of 100% of each meet's hospitality budget (preapproved by the Director of Competitions) will be given out to the Hospitality Lead prior to the meet, under the following conditions:
 - The Lead must sign for the advance.
 - All expenditures must be submitted on the Expense form provided by UCSC and must be supported by receipts in all cases.
 - The Expense form, along with receipts and any unused portion of the advance must be returned within 6 business days of the end of the meet.
 - Any expenditure over the budgeted amount must be approved by the Meet Manager in writing, prior to the start of the meet, but in no case can the overage exceed 10% of the budgeted amount. The Manager of Accounting and Administration must be made aware of any overage and approval. Any expenditure over budget that is made without approval will not be eligible for reimbursement.
- If the above hospitality expense conditions are not met in full, then advances for future meets will not be issued.
- Advances over \$5,000 must be approved by the Director of Administration & Finance.