

# ATHLETICS ALBERTA

## Financial Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Representative*” – Individuals employed by, or engaged in activities on behalf of, Athletics Alberta including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of Athletics Alberta

### Purpose

2. Athletics Alberta will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.
3. The purpose of this Policy is to guide the financial management practices of Athletics Alberta.

### Budget and Reports

4. Athletics Alberta’s Board will develop and approve an annual budget which will contain Athletics Alberta’s total anticipated expenditures and revenues.
5. The Vice-President Administration (or designate) will, at each meeting of the Board, present an interim financial statement (which includes revenues and expenditures) to the Board for approval.
6. The Vice-President Administration (or designate) will, at the Annual General Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
7. The financial statements of Athletics Alberta will be audited by an auditor appointed by the Board, if required by Alberta’s *Societies Act* or its successor, when adopted.

### Fiscal Year

8. Athletics Alberta’s fiscal year will be April 1<sup>st</sup> to March 31<sup>st</sup>.

### Banking - Revenue

9. Registration fees shall be reviewed annually by the Vice-President Administration who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
10. All money received by Athletics Alberta will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of Athletics Alberta, as determined by Athletics Alberta’s Board.
11. All money received by Athletics Alberta will be deposited, in the name of Athletics Alberta, with a reputable financial institution.

### Signing Officers

12. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by at least two of the following:
  - a) Executive Director
  - b) President
  - c) Vice-President Administration

- d) An office designate as appointed by the Board as a signing authority

### **Expenses**

- 13. Requests for purchases require the following:
  - a) All purchases must be approved by the Executive Director or the Vice-President Administration (or designate)
  - b) Purchases over \$1500 also require the approval of Athletics Alberta's Board
- 14. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by Athletics Alberta's Executive Director or designate.
- 15. Executive Director Expenses will be reviewed by the VP Administration.
- 16. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval. Up to \$500 in one year and more than one year old.
- 17. Any expenditure not approved within the annual budget over the amount of \$1000 will be approved by the Executive Director or the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by Athletics Alberta unless determined otherwise by the Board.

### **Accounts**

- 18. Accounts receivable terms are net ninety (90) days from the date of invoice.
- 19. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

### **Credit Card**

- 20. With the approval of the Board, Athletics Alberta may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of Athletics Alberta. The Board will determine who receives credit cards and what the credit card limits will be.
- 21. Credit card holders will be responsible for all charges made on credit cards issued in their name with an exception of fraudulent charges. Card holders are responsible to monitor the usage of the card.
- 22. Credit cards must only be used for authorized payments that include:
  - a) Payment of actual and reasonable expenses incurred on authorized Athletics Alberta business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to Athletics Alberta
  - b) Purchase of goods or budgeted items
- 23. For the purposes of this Policy, expenses included in an annual Athletics Alberta budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Athletics Alberta credit card.
- 24. Credit cards are not to be used for any personal expenses and may not be used for meal purchases except with prior authorization.

25. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Athletics Alberta business.
26. Cash advances may only be to drawn on Athletics Alberta credit cards to accommodate approved cash transactions and must be supported by receipts. If no receipts are provided the cash must be repaid by the card holder.
27. In addition, the following individuals have credit card responsibilities:
  - a) Cardholders must:
    - i. not allow another person to use the card
    - ii. protect the pin number of the card
    - iii. only purchase within the credit limit of the card
    - iv. notify the credit card company if the card is lost or stolen as soon as possible.
    - v. keep the card with them at all times, or in a secure location
    - vi. forward to Athletics Alberta's Vice-President Administration, on a monthly basis, all receipts for expenses charged to the card in the previous month
    - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
  - b) Athletics Alberta's Vice-President Administration must:
    - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
    - ii. review and reconcile each credit card statement on a monthly basis
    - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
    - iv. recover from the cardholder any funds owing for unauthorized expenses

**Expense Claims**

28. Representatives may submit expense claims to the Vice-President Administration (or designate) for personal expenses incurred in performing their duties for Athletics Alberta. Generally, only expenses pre-approved by Athletics Alberta's Vice-President Administration (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:
  - a) The exact amount each separate expense
  - b) The date on which the expense occurred
  - c) The place and location of the expense
  - d) The purpose of the expense
  - e) A receipt for the expense
29. Athletics Alberta Representatives may submit expense claims to Athletics Alberta's Vice-President Administration (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by Athletics Alberta Vice-President Administration (or designate).
30. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Vice-President Administration for approval of the advance.
31. Expenses will be reimbursed in amounts outlined in the following table:

Expense	Rate	Notes
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Travel – Mileage up to 50 km return travel	Nil	
Travel – Mileage over 50 km return travel	\$.50/ KM	Based on the posted provincial rate
Travel – Air	Lowest economy	Prior approval required
Breakfast	\$10.00	Receipts not required
Lunch	\$12.00	Receipts not required
Dinner	\$20.00	Receipts not required
Full Day	\$50.00	Receipts not required
Accommodation	Double occupancy to a max of 120.00 plus GST	All personnel unless specified
Accommodation	Single occupancy to a max of 180.00 plus GST	Executive and approved staff
Accommodation with Friends or Family	\$12.00 / day	Receipts not required
Incidental expenses	Actual cost	Receipt required

32. Athletics Alberta will not reimburse for costs above the specified rates without prior approval of the Vice-President Administration. Where costs above the specified rates are approved, receipts must be provided.

### **Travel and Accommodation Expenses**

33. Air travel is to be booked through Athletics Alberta whenever possible. Air travel including fares and itineraries is to be approved in advance by the Vice-President Administration. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for vehicles through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.

34. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses

35. Accommodation will be reimbursed based on single occupancy for Athletics Alberta's Executive and approved staff. All other accommodation will be reimbursed based on double occupancy.

36. Athletics Alberta will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.

37. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

**Other Expenses**

38. Athletics Alberta Representatives may be reimbursed for long distance telephone calls provided the expenses were Athletics Alberta related. Expense claims for telephone expenses must include the name of the person called, their connection to Athletics Alberta, and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.
39. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

**Signing Authority – Other Documents**

40. In the absence of any resolution to the contrary passed by the Board, the deeds, contracts, securities, bonds and other document(s) requiring the signature of two signing Officers. The Board may authorize other persons to sign on behalf of Athletics Alberta.
41. Copies of all deeds, contracts, securities, bonds and other document(s) requiring the signature of Athletics Alberta will be made available for review by the Board if requested.

**NSF Charges**

42. Athletics Alberta will charge a twenty-five dollar (\$25.00) charge on all NSF Cheques.

**Replacement Cheques**

43. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
44. Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee.
45. Lost or missing cheques that have not been claimed by Athletics Alberta's year end must be reviewed prior to being reissued.