

## **Ecole St Gerard Playground Fundraising Society**

### **Expense Policy**

This policy applies to Board members and volunteers working on behalf of the Ecole St. Gerard Playground Fundraising Society (the Society) projects. Only claims made in compliance with the Policy will be eligible for reimbursement. With the exception of claims for mileage, original detailed receipts are required for all expenses.

- Wherever possible, expenses should be authorized by responsible party prior to incurring expense
- For expenses of less than \$100.00 directly related to a board approved fundraising project, expenses may be authorized / approved by the board appointed project lead. In the event the expense is being incurred by the project lead, the expense may be approved / authorized by any one board member other than the individual claiming the expense.
- For expenses of greater than \$100.00, or not directly related to a board approved fundraising project, expenses must be authorized / approved by any two of the following (President, Vice President, Secretary, Treasurer)
- We are a fundraising society; expenses should be minimized wherever possible. Eligible expenses should be necessary, and directly related to board approved fundraising projects, or required for the establishment or operation of the Society. Eligible expenses may include, but are not limited to the following:
  - Supplies, tickets, prizes, or raffle items for fundraising events
  - Location fees or rent for fundraising events
  - Corporate registration or licensing fees
  - Professional fees on behalf of the society
- Project leaders, volunteers, and board members may choose to consider their eligible expenses as a donation towards the playground, rather than seeking reimbursement. If so, receipts will be submitted using the same process, but by selecting and signing the 'consider this a donation' area, no reimbursement will be given, and the expense will be recorded as a donation, eligible for recognition per the Society sponsorship program.
- Individuals will NOT be reimbursed for the following items:
  - Alcoholic beverages
  - Tobacco products
  - Personal phone calls, items, and entertainment
  - Personal credit card dues or late payment interest charges
  - Laundry / dry cleaning
  - Fines or penalties for parking and traffic violations
  - Loss of or damage to an individual's personal vehicle or property while on society business.
  - Loss or damage to a rental vehicle during personal use
  - Expenses incurred on behalf of family or friends
- Approved expenses will be reimbursed by the Treasurer of the Society without undue delay.
- Reimbursed expenses will be recorded in the Society financial records, and completed paperwork (form / receipts) will be kept on file for a minimum of seven years
- Expense claim forms will be available on the Society web site, and Board Members / Project Leads will have access to forms, and will provide expense forms to volunteers as requested.

### **Procedure**

- The Claimant shall complete and sign the Society Expense Reimbursement form, ensuring all required fields are complete.
  - Date of Claim, Claimant Name, and Claimant Phone Number are required fields
  - For each line (each receipt) the explanation should clarify the details of what the expense was, and also what the purpose was (which fundraising project, what it was used for).

- For example, listing an expense with the explanation of "tickets" would be insufficient. Rather the claimant should write, "Printing of ticket books for entry to the pub night"
  - The amounts, tax, and totals column must be added up and the sums recorded in the totals box.
  - The claimant must sign the form
- The Claimant shall attach all applicable receipts to the form
- The Claimant shall submit the completed and signed form to the project lead, or board member(s) (The Approver) for approval
- The Approver will sign the form indicating its approval if:
  - If the expense form is complete and signed by the claimant, and
  - the claim is compliant with this policy, and
  - the claim is within the Project lead / board members signing authority.
- The Approver will submit the authorized claim to the Treasurer for reimbursement, or return the rejected claim to the claimant with an explanation for the reason the claim was rejected.
- Should the Claimant elect no reimbursement, the Approver will submit the authorized claim to the Treasurer who will record the donation, and ensure the appropriate level of donor recognition is provided.
- The Treasurer will reimburse the claimant without undue delay, and keep records on file in accordance with this policy.

Policy Creation/Revision Date: 6-Jan-2018

Policy Approval Date: 11-Jan-2018

President: MARK WOODS  
Name

[Signature]  
Signature

Vice-President: [Signature]  
Name

Tracy Kalita  
Signature