

Swimming North Coast Inc



EXPENSE CLAIMS POLICY And FINANCIAL POLICY

Adopted 16th March 2014

Amended 19th March 2017

Amended 25th May 2017

Amended 15th April 2018

PERSONAL EXPENSE CLAIM POLICY

Email: snctreasurer@gmail.com

Address: Swimming North Coast Treasurer, PO Box 853, Banora Point NSW 2486

INTRODUCTION AND OVERVIEW

The Personal Expense Claim Policy has been created to provide Swimming North Coast Committee Members with a clear policy and procedure to claim out of pocket expenses incurred on purchases to run the Area. This policy should not hinder the day-to-day running of the association, so some unique situations and circumstances may need to be dealt with on an individual basis.

All claims must be submitted with a completed Swimming North Coast Expense Claim form. This form is available under RESOURCES, FORMS

https://i.swimming.org.au/visageimages/clubs/NorthCoastNSW//Resources/Area_Forms/SNC_Expense_Claim_Form.pdf on the Swimming North Coast Website. All associated receipts, either originals or scanned copies, must be attached or enclosed prior to submission to the Area Treasurer. Claims may be submitted by fax, email, post or in person.

Telecommunication expenses are at the expense of the Committee Member. Under extenuating circumstances claims may be requested and handled on a case by case basis.

1. MANAGEMENT COMMITTEE

On the basis that there are Monthly Management Meetings held:

- (a) All claims for purchases under \$100 are to be submitted directly to the SNC Treasurer via email or post on the Area Expense Claim Form together with copies of receipts.
- (b) The Treasurer provides a report of all claims requested for the month for the Committee to approve at the next month's meeting.
- (c) Should a Committee Member wish to purchase an item/s over \$100 in total cost, prior approval must be obtained from the Treasurer or Management Committee before making the purchase. Failure to gain approval may lead to the purchase becoming an out of pocket expense. Ongoing expenses, including toner, stationery and postage, are exempt from this.
- (d) Should the time frame between Management Meetings be greater than 1 month, the Treasurer then has the authority to reimburse the expense/s should he/she feel that it is a valid purchase and in line with this policy and the Swimming North Coast Constitution. The Treasurer must include the claim in the Treasurers Report delivered at the next Management Meeting. This expense will then be ratified by the Committee.
- (e) Swimming North Coast has a duty of care to all members. Due to the occasional travel requirements, if a Management Committee member feels that overnight stay is required following or prior to official Committee business due to safety concerns, the claimant must phone the Treasurer to seek clearance. If the Treasurer is not available, the claimant may proceed to book the reasonably priced accommodation and claim the expense following the SNC claim procedure.

- (f) All meals are at the expense of the Management Committee member.
- (g) Petrol Claims from Management Committee members will be provided on the following conditions:
- (h) The purpose for travel is solely for the purpose of the Management Committee i.e. claims for attendance at a face-to-face Area Management Meeting.
- (i) The claimant has commenced their Swimming North Coast travel on a full tank of petrol. Changes to this clause will be considered on a one on one basis. This **MUST** be discussed with the Treasurer BEFORE travel commences.

2. COMPETITION COMMITTEE

- (a) All receipts for purchases under \$100 are to be submitted directly to the SNC Treasurer via email, post or fax on the Area Expense Claim Form together with copies of receipts.
 - (i) Please ensure that the original receipts are posted or scanned and emailed to the Treasurer or delivered in person.
 - (ii) The expense claim will then be approved for payment by the Management Committee at the monthly Meeting.
- (b) Should a Committee Member wish to purchase an item/s over \$100 in total cost, prior approval must be obtained from the Treasurer before making the purchase. Failure to gain approval may lead to the purchase becoming an out of pocket expense.
- (c) A budget of up to \$1500 is to be allocated to cover travel by committee members to facilitate the running of Speedo Sprint Heats, Winter Sprints and Short Course Championships, where the committee member is required to travel to the part of the Area other than that to which they are elected, and for managers and coaches for the Speedo Sprint Finals team.
- (d) Petrol claims from Competition Committee members will be provided on the following conditions:
 - (i) The reason for travel is solely for the purpose of Competition Committee work
 - (ii) The claimant has commenced their Swimming North Coast travel on a full tank of petrol. Changes to this clause will be considered on a one on one basis. This **MUST** be discussed with the Treasurer BEFORE travel commences.
 - (iii) All decisions on payment of petrol claims will be made by the Management Committee.

3. DEVELOPMENT COMMITTEE

- (a) All receipts for purchases under \$100 are to be submitted directly to the SNC Treasurer via email, post or fax on the Area Expense Claim Form together with copies of receipts.
 - (i) Please ensure that the original receipts are posted or scanned and emailed to the Treasurer or delivered in person.
 - (ii) The expense claim will then be approved for payment by the Management Committee at the monthly Meeting.
- (b) Should a Committee Member wish to purchase an item/s over \$100 in total cost, prior approval must be obtained from the Treasurer before making the purchase. Failure to gain approval may lead to the purchase becoming an out of pocket expense.

- (c) Based on the nature of this Committee, a \$1,500 accommodation and travel budget has been allocated to the Development Committee to allow Committee members to prepare and host Development Activities. The Development Budget will cover these expenses. All claims must be submitted in the above manner for the Treasurer to reconcile the funds from the main account and the Development Budget.
- (d) Swimming North Coast has a duty of care to all Committee members. Due to the occasional travel requirements, if a member of the Development Committee feels that overnight stay is required due to safety concerns. The claimant must phone the Treasurer to seek clearance. If the Treasurer is not available, the claimant may proceed to book the reasonably priced accommodation and claim the expense following the SNC claim procedure.
- (e) All meals are at the expense of the Development Committee member.
- (f) Petrol Claims from Development Committee members will be provided on the following conditions:
 - (i) The reason for travel is solely for the purpose of the Development Committee i.e. claims for attendance at a Development Meeting where there is an Area Swim Meet or Area activity being run will not be considered.
 - (ii) The claimant has commenced their Swimming North Coast travel on a full tank of petrol. Changes to this clause will be considered on a one on one basis. This MUST be discussed with the Treasurer BEFORE travel commences.
- (g) Funding for travel and accommodation will be provided for the Development Coordinator (or a nominated delegate) to attend the SNSW Development Meetings.

4. ATSC

The Area Technical Swimming Committee has an approved budget of \$5,000. The Committee has outlined how this budget is to be disseminated to assist Technical improvements and investments to Swimming North Coast members.

- (a) ATSCC to attend SNSW technical forum
- (b) Assist another ATSC member to attend above
- (c) Postage, stationery, printer ink, paper and certificates
- (d) Technical forum in SNC Area, Referees' Workshop and Presenters and Assessors course
- (e) TO scholarship
- (f) TO Development
- (g) Subsidise Technical Officials shirts by \$15 per shirt
- (h) Room hire and refreshments for ATSC meetings
- (i) SNC TO of the year award.

5. SNSW Annual General Meeting and Technical Forum

Swimming North Coast has an approved budget to send the Area President (or a nominated representative) to the Swimming NSW Annual General Meeting and Technical Forum. Travel and accommodation has been approved. Expense claim forms are to be completed to receive reimbursement for expenses incurred or alternatively arrangements may be made with the Area Treasurer prior to departure.

6. AIRFARES

- (a) All fares over \$100 return must have prior approval of the Management Committee.
- (b) Committee members must make every effort to book fares well ahead of travel to obtain a reasonable fare.
- (c) Any member who cannot travel may be required to cover the cancellation fee of the flight, dependant on the situation. This will be decided by the Management Committee on a case by case basis.

7. WESTPAC DEBIT MASTERCARD (COMMUNITY SOLUTIONS ACCOUNT)

- (a) Debit Mastercards are issued to three (3) Management Committee members.
- (b) These are single person cards, so to bring their usage into line with all other payment processes, permission for usage must be approved by two of the bank signatories prior to usage for each personal expense payment over \$100.
- (c) It is necessary to contact the Treasurer in advance to ensure that there is sufficient money on the card to pay the account.
- (d) It is necessary to contact the Treasurer in advance to ensure that there is sufficient money on the card to pay the account.

8. INTERNAL FINANCIAL CONTROL PROCEDURES

(a) CASH HANDLING POLICY

- (i) Cash should be banked in a timely manner, where possible within seven working days.
- (ii) When this is not possible, the treasurer should be contacted and an extension of time may be approved.
- (iii) Cash floats are issued for specific events only and must be re-banked after the event as per 8(a)(i)
- (iv) Cash floats are to be re-banked separately from other monies.
- (v) All monies must be counted by two (2) separate people, both of whom must sign the tally sheet.

(b) BANK SIGNATORIES

- (i) Bank signatories will be appointed by the Management Committee at the first Management meeting after the AGM.
- (ii) Four (4) bank signatories will be appointed, one of whom must be the treasurer.
- (iii) Any two (2) bank signatories may sign cheques.
- (iv) Electronic banking will be authorized by the treasurer and second signed by any other bank signatory.
- (v) Bank accounts are to be reconciled monthly.
- (vi) All Management Committee members may have viewing rights to the bank accounts.
- (vii) Payment of all accounts are approved by the Management Committee.

(c) CASH FLOW MANAGER ACCOUNTING SYSTEM

- (i) All Swimming North Coast financial transactions are recorded on Cash Flow Manager by the treasurer.
- (ii) The Cash Flow Manager Accounting System is backed up on an external hard drive each month.

- (iii) All Swimming North Coast computers must have antivirus and malware software installed.
 - (iv) Financial statements and transaction reports from Cash Flow Manager are to be presented to all Management Committee members on a monthly basis.
 - (v) Financial reports are to be discussed at each monthly Management Meeting.
 - (vi) Where possible, questions will be answered immediately.
 - (vii) When questions cannot be answered at the meeting, they will be answered within a week.
- (d) **DEBTS**
- (i) Owed monies are to be followed up by email or phone in the first instance by the treasurer.
 - (ii) Invoices are to be sent for extended overdue accounts.
- (e) **PURCHASES**
- (i) Purchase over \$100 need prior approval by the treasurer or another bank signatory.
 - (ii) Invoices and receipts may be saved as hard copies or electronically.
- (f) **STOCKTAKE**
- (i) A stock take is to be undertaken twice a year.
 - (ii) Obsolete stock can be disposed of if authorized by two (2) Management Committee Members.
 - (iii) Stock may be purchased in bulk to achieve best prices where this is approved by the treasurer and at least one other Management Committee member.