



Policy Name:	Expense Policy
Policy Family:	Administrative Policies
Section:	Finance
Approval Authority:	Finance and Audit Committee / Board
Staff Lead:	Finance Department
Implementation Date:	2019-05-15
Related Policies:	Finance Policies and Procedures

Purpose

Alberta Snowboard must maintain high legal, ethical and managerial, and professional standards in the management of the resources entrusted to it by its members. We must ensure that expenses are incurred in a manner that guarantees:

- Value for the money by incurring the lowest cost in the fulfillment of specified needs with appropriate levels of quality and service;
- Respects approved budgets for specific expenses, or seek the appropriate documented approvals to deviate from budget.

Scope

This policy applies to Alberta Snowboarding Association.

This policy governs the management of expenses from all goods and services for Alberta Snowboard from all sources, including the operating and capital funds and all other funds at its disposal. The Executive Director has overall responsibility for administering this policy under the general direction of the Board of Directors.

Definitions

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

Approver – Individual with the authority over budgets sanctioned by the Board of Directors in alignment with their mandate as established by the Board of Directors.

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 Emergency Expenses.

Responsibilities and Exceptions

The interpretation of this policy is the responsibility of the Board of Directors 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 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 the non-compliance.

General Guidelines

Alberta Snowboard will reimburse its directors, committee members, other volunteers 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 will be paid by the 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 Alberta Snowboard and must be supported by 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 Executive Director for all board and committee of the board and all staff, contractors or volunteers
 - The Executive Director's expenses will be reviewed on an annual basis by the Finance and Audit Committee