

El Sistema Grey Bruce – The Big Sound

Financial Policy

Intent

This Policy provides volunteers and staff of El Sistema Grey Bruce (The Big Sound) (also referred to as The Big Sound and/or TBS) with guidance for the reimbursement of expenses incurred while performing duties on behalf of TBS.

Scope

TBS Personnel (both volunteer and/or staff) incurring eligible expenses on behalf of the organization should bear in mind the resources/funds entrusted to The Big Sound shall only be used towards achieving our organization's Mission, Vision, goals, and objectives.

We have a responsibility to our stakeholders, including individual donors, funding agencies/foundations, community partners, and those who depend on our programs and services;

- to use our resources/funds efficiently/appropriately,
- that expenses incurred for overhead and administration are reasonable, and
- that maximum resources are allocated to support our programs and services that serve the children, youth and their families in our community.

Policy

The Big Sound will reimburse volunteers and/or staff for expenses that are incurred in order to fulfill duties that are legitimate, reasonable, and appropriate.

Reimbursement of Expenses

Expenses must be incurred by the claimant. No person may request reimbursement for expenses that have been paid by another individual. An individual should neither gain nor lose personally as a result of incurring expenses on behalf of The Big Sound.

Original copies of receipts from suppliers must be provided for all expense claims submitted for reimbursement.

If original receipts are not available (i.e. lost or misplaced), a detailed written explanation may be accepted in lieu of the original receipt. Some documentary evidence or proof of the expense (e.g. Credit Card statement, Bank Balance statement) must be provided when expense is submitted for reimbursement. The Treasurer will have the authority to determine whether or not the expense will be reimbursed, on a case-by-case basis, based on the explanation/evidence provided at the time the expense claim is submitted.

All receipts must be clear and legible.

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Expense claims must be submitted for reimbursement on a timely basis. Expense claims submitted more than six months after the expenses have been incurred are not eligible for reimbursement.

Guideline for Expense Limits

All expenses incurred by volunteers/staff on behalf of TBS must be approved in advance, either by the President or the Treasurer (for amounts less than \$1,500.00) or by the Board (by Motion if the expense is \$1,500.00 or more).

Mileage

TBS volunteers/staff will be reimbursed \$0.43 per kilometer when using a personal vehicle for transportation while on TBS business.

Please note:

No reimbursement shall be made for traffic or parking violations/ fines and/or any other offences, regardless of the circumstances. In every case, the driver is personally responsible for all violations/fines incurred while operating a personal or leased vehicle on TBS business.

Meal Allowance

General Guidelines:

When travelling on TBS Business:

- Meals will be reimbursed based on the presentation of original receipts up to the following maximum amounts (excluding taxes and gratuities):
 - Breakfast \$15.00 plus taxes and maximum 18% gratuity
 - Lunch \$25.00 plus taxes and maximum 18 % gratuity
 - Dinner \$35.00 plus taxes and maximum 18% gratuity

The Big Sound does not reimburse individuals for beverages and/or snacks except to the extent to which they have been consumed in place of or part of breakfast, lunch or dinner, and/or subject to the meal and daily limits set out above. Expenses incurred to purchase coffee and other beverages while on TBS business are generally considered a personal expense and will not be reimbursed.

Reasonable costs to purchase coffee, other non-alcoholic beverages, and snacks (i.e. Refreshments) for special events and/or meetings involving TBS volunteers, staff and guests may; however, be claimed.

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Maximum rates per individual meal may be exceeded, provided that the total Expense Claim for meals for the day does not exceed \$75.00 plus taxes and maximum 18% gratuity.

Expenses for alcoholic beverages will not be reimbursed under any circumstances.

Accommodations

Expenses for accommodations at a hotel, motel, or bed and breakfast while travelling on TBS business may be claimed up to the maximum of \$160.00 per night, plus applicable taxes.

The volunteer/staff member (i.e. the eligible claimant) is responsible for any additional expenses incurred (e.g. double occupancy, increased meal expenses) if they are accompanied by their spouse/partner on business travel, as this is a personal expense.

If a volunteer/staff member asserts that they are unable to secure accommodations at or below the maximum rate noted above, prior approval to incur the expense must be obtained from the Board President and/or Treasurer. In these circumstances, the Expense Claim must include an explanation as to why the rate was exceeded. The approving officer (Board President and/or Treasurer) will determine the reasonability of such requests on a case-by-case basis.

Cash Advances

Cash advances are normally not provided to individuals to meet out of pocket expenses. Typically, TBS volunteers/staff who incur any eligible TBS expenses while performing TBS duties shall claim these expenses through a reimbursement process. If there are exceptional circumstances warranting a cash advance, a full accounting of expenses incurred with original receipts should be provided to the Treasurer, along with any balance of the cash advance remaining that was not spent (so as not to cause any undue hardship).

Other Expenses Eligible for Reimbursement

Travel medical insurance expenses may be reimbursed when TBS volunteers and/or staff must travel on TBS business outside of the Province/Country.

Quotation Requirements

Quotations must be obtained for all purchases of goods and/or services that exceed the established procurement threshold (\$5,000.00). The number of suppliers invited to quote will depend on factors such as the value of the good and/or service, the risk and complexity of work, etc.

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Under normal circumstances, the number of competitive quotes should not be less than 3. However, in special circumstances, the requirement for competitive quotes may be waived when:

- There is only one supplier capable of supplying the required goods and/or service (irrespective of the amount);
- There is a binding annual contract already in place with an established supplier (through a Purchase Service Agreement); and/or
- Immediate procurement is necessary for the expeditious supply of a specialized, technical good or service from a supplier who has previously provided services to the organization and has through that previous engagement process created or has the working knowledge to deliver the services needed.

When requesting a quote, the purchaser should provide the following information:

- Description of the good or service being sought;
- Specifications;
- Quantity required;
- Contact details of the staff to whom quotes and enquiries should be directed;
- Delivery time; and
- Delivery location.

A request for a quotation must allow a reasonable time for potential service providers to respond within.

3 competitive quotes should be obtained for the procurement of all goods or services that exceed a cost threshold of \$5,000.00.

Relevant TBS Personnel (volunteer or staff) obtaining quotes must ensure that the information obtained through the procurement process is documented/properly, endorsed to facilitate comparison and approval, ensuring that a fair and creditable process was used.