



Huntsville Soccer Club

Expenses and Mileage Reimbursement Policy

Issued: May 1st, 2019

Approved: September 26, 2019

Purpose and Applicability

The purpose of this document is to assist Executive Board Members of Huntsville Soccer Club (HSC) in reporting expenses incurred while conducting HSC business activities.

Procedure and Responsibility

HSC expects Executive Board Members to act responsibly and professionally when incurring and submitting costs. HSC will reimburse Board Members for reasonable expenses which could include, coaching development fees, referee clinic fees, travel mileage, equipment, meals, stationery and other supplies made on behalf of HSC.

Major Expenses (Budgeted/Unbudgeted):

A budget will be approved by the Board in November/December for each fiscal year (ends August 31). Expenditures approved as part of the budget will not require another majority Board approval. However, if these approved expenditures arise towards the latter 3 months of the fiscal year then it would be expected/reasonable to get a secondary Board approval on the expenditure based on revised Net Income projections for the fiscal year.

Any unbudgeted expenses greater than \$100 shall require majority Board Approval.

Where possible, any big types of expenditure should be invoiced directly to HSC, so that the payment can be processed accordingly. If the supplier requires payment upfront before goods are released for delivery, then the Treasurer / President will be notified to contact the supplier and make payment either by credit card or forwarding a cheque.

Incidental Expenses:

Board Members do not require prior approval for incidental expenses incurred on behalf of the club if under \$50 – such expenses can include meals, drinks, office supplies, postage and printing costs. If the incidental expense is expected to be between \$50 to \$100, then prior approval is required by the President/Treasurer. If it's expected that the incidental expense will exceed \$100 then this will require the approval of the HSC Board. In this case, the HSC Board will approve an upper monetary limit for the expense.

Expenses shall be paid and reimbursed by the Treasurer upon presentation of a receipt, bill or invoice provided those expenses are in accordance with approval and the budget.

Where a Member commits HSC to an expense(s) or expenditure prior to receiving approval and that expenditure is not subsequently approved that person will have to cover the expense personally.

Mileage Reimbursement:

Travel mileage will be considered if the venue is greater than 50km from Huntsville.

Exec Members will be reimbursed mileage for travel to Huronia District Soccer Association (HDSA) meetings in Barrie. If two or more Exec Members attend, then it is encouraged that they car pool. Travel to other meetings on behalf of club will need prior approval by the HSC Board.

HSC will reimburse at a rate as per Canada revenue Agency (CRA) guidelines – using the lower rate for that year – ie 2019 \$0.52/km – use the following link:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html>

HSC will not be responsible for fuel, maintenance, traffic or parking violations.

HSC Members will not be reimbursed for travel to soccer games, coaching and referee clinics.