

APPENDIX A

BCCL Expense Policy

Purpose

This expense policy is intended to provide a general guideline. Blackmud Creek Community League (BCCL) reserves the right to deny any expense claims that are deemed unreasonable, ineligible, or unnecessary as determined by the Board.

Board Members

BCCL is a not-for-profit society and its Board is comprised of unpaid volunteers. Board members are defined in the BCCL bylaws.

Expense Claims

Please encourage vendors to invoice BCCL directly on any and all purchases.

In the event a Board member incurs an eligible expense or expenses on behalf of BCCL, they will be reimbursed for the exact amount of their eligible expense(s) by cheque, provided they complete an Expense Claim Form and provide detailed, original receipts. Credit and debit card payment slips must be accompanied with a detailed receipt showing items purchased or services received and GST incurred.

Eligible Expenses

1. Registration or other up-front fees paid on behalf of the BCCL's programs or activities

Examples: Community swimming fees
Snowbank rink fee

2. Purchase of food/drink/supplies/materials for BCCL programs or activities. If overages of items purchased can be stored, they must be stored in the BCCL rented storage unit and its property. Consumables will be donated to a not-for-profit organization. The individual dispersing overages cannot be the person claiming the expense for the items purchased, unless they have a receipt from the receiving organization. For budgeting purposes, an estimate of the overages should be forwarded to the Treasurer.

Examples: Food/drink for Community League Day event
Whistles, flags, and soccer balls for Soccer Program

3. Mileage at the Canada Revenue Agency posted rate for any BCCL-required travel **outside of the City limits**. The rate can be found here: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbll/lwnc/rts-eng.html>. BCCL's Board needs to approve the reason for travel prior to the expense being incurred.

Ineligible Expenses

Board members are unpaid volunteers who receive, in exchange for their donated time/energy/commitment, a complimentary annual BCCL membership (value \$35).

It is expected Board members will not charge for any other household or personal expenses incurred on behalf of the BCCL. These expenses include but are not limited to:

- General office supplies (unless prior approval is received from the Board)
- babysitting
- internet usage
- fuel
- computer wear and tear
- software (unless specifically required by BCCL)
- home insurance
- home utilities
- home telephone/personal cell phone
- personal memberships to discount clubs (ex. Costco)

If the Board member feels they are incurring unreasonable personal expenses on behalf of BCCL, they should discuss this immediately with the President.

The above lists will be reviewed at regular intervals to ensure the limitations are reasonable.