



# Nepean Football Association Inc.

## POLICY FOR BOARD OF DIRECTORS EXPENDITURE

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### **PURPOSE:**

The purpose of this policy is to ensure that all Directors of the Nepean FA Board, and all Staff Members who may have occasion to process expense claims, are provided with a clear set of guidelines to ensure that the Association's processes remain transparent and when opened to scrutiny, will withstand the most robust testing.

The Association acknowledges that they are stewards of the funds they manage on behalf of the Nepean FA clubs and as such, should apply the most stringent processes to the management of those funds.

The Association also acknowledges that its representatives should not endure any financial hardship or imposition arising from out of pocket expenses incurred in the execution of their duties.

This Policy serves to set out a clear process to be followed by Board Members in claiming reimbursement as well as staff members who need to process those claims.



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## **SCOPE:**

This policy applies to all Directors on the Nepean FA Board and to all staff members who are required to manage the repayment of claims.

## **ORGANISATIONAL RESPONSIBILITIES:**

The Association is required to reimburse its Directors for any out of pocket expenses incurred by the Director on behalf of the Association, its sub-committees or affiliate groups or in the execution of their duties.

The Association will not delay the reimbursement once the submission process has been completed, and will affect the payment in the next scheduled payment process immediately following the submission of accounts.

[See also, Types of Claims](#)

## **INDIVIDUAL RESPONSIBILITIES**

Directors will;

1. Adhere to the process as set out in the policy.
2. Will ensure that their claims can be supported by receipts for payment
3. In instances where the payment is sought in advance, will ensure that a quote is supplied
4. Will not submit a claim that carries a personal benefit or profit to the Director
5. Will not delay in the submission of claims.

## **PROCESS**

1. On occasions where Board Members are required to make a purchase on behalf of the association in between meetings, and there is sufficient time to consult the board, the board must be consulted by email and an email vote will confirm or deny the expenditure.
2. If there is insufficient time to consult the entire board,
  - a. the person incurring the expense must consult with at least two other board members to seek approval, and



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- b. follow up with an email within 48 hours to the entire board and the Operations Manager to confirm the following;
      - i. the purpose the request was made,
      - ii. who was consulted,
      - iii. the decision reached and
      - iv. the amount spent.
    - c. This will be entered in minutes at the next meeting.
    - d. In instances where full consultation is not possible, the maximum amount permitted to be spent on any instance is \$50.
  3. If a board member knows of the amount or if they are aware in advance of a board meeting that they will need to spend after the date of the next board meeting, they should obtain permission at the preceding board meeting.
  4. All expense claims must be submitted via an online expense report
    - a. In the event that a Director cannot access the online form, they should contact the Association office during business hours and a staff member will assist in recording the expense.
  5. All claims must be supported with the appropriate receipts or logs in accordance with the policy.

### **PROOF OF EXPENSE**

1. In the case of retail purchases, proof of expense will consist of either a register receipt, a hand written receipt or an emailed confirmation of expense issued by the company receiving the payment
2. In cases of payment being required in advance or upon placing an order, a confirmed quote must be supplied in advance.

### **SUBMISSION PROCESS**

All expense claims must be submitted on an expense report and all claims must be supported with the appropriate receipts or logs in accordance with the policy. [See also Proof of Expense](#)



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## APPLICATION FORM

Directors can access a claim form and submit online by clicking on the link in this section of the policy or by entering the URL in their web browser.

In the event that a board member cannot access the internet, or is unable to complete the claim form for any other reason they should contact a member of staff during business hours. The staff member will assist them by having the claim details dictated to them by phone and will complete and submit the claim for on behalf of the Director.

### [Expense Claim Form](#)

<https://form.jotform.com/53257702335958>

## TYPES OF CLAIMS

1. Retail Purchase Claims
2. Claims for services rendered to the Association
3. Food and Beverage Claims will only be paid under the same type of circumstances that an employee's meal allowance is paid i.e. when a Director, in the execution of Association business is required to remain at a venue in excess of 8 hours and where no food is supplied by their host.
4. Entertainment type claims, such as paying for meals & drinks will not be paid unless the meeting has been logged as an item of business on behalf of the association. Maximum of \$50 per claim without notice.
5. Parking Claims when attending functions or meetings on behalf of the NFA
6. Travel Claims
  - a. Mileage
  - b. Train
  - c. Bus
  - d. Other mode of transport
7. Claims for gifts or awards being made on behalf of the association (must be supported by a minute from the relevant group)



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## DICTIONARY

**Association:** Also known as Nepean Football Association Inc, Nepean FA, NFA

**Director:** Also known as Board Member or Committee Member

## VERSION HISTORY

Version Number	Date Issued	Notes
V. 1	26 Nov 15	First issue of policy.