

Swim Prince Edward Island Finance Policy

As per the constitution of Swimming Natation Prince Edward Island Inc. (Swim PEI) a treasurer shall be one position on the Board of Directors. The treasurer shall oversee the financial affairs of Swim PEI. It is expected that, whenever possible, the treasurer shall have an accounting background.

SIGNING AUTHORITY

At the beginning of each fiscal year, the Board shall determine authorized signing officers. Each cheque and any legal document must be signed by two authorized signing officers.

BUDGET

Each June, or at the earliest possible time, the treasurer shall review the current year's revenues and expenditures and prepare a proposed budget for the next fiscal year. The treasurer may engage the treasurers or executive members of the member Swim Clubs for input. The proposed budget shall, when possible, be submitted to Swim PEI Board of Directors (Board) and once approved in principle, it shall be presented at the Annual General Meeting of Swim PEI for final discussion, approval and adoption.

EXPENSE POLICY

For the purposes of this policy, the term expenses, does not include hourly wages or salary paid to employees.

The purpose of the expense policy is to ensure consistent and equitable treatment of those carrying out duties and functions on behalf of SWIMPEI and to provide for the reimbursement of reasonable expenses so incurred. Such expense reimbursement does not constitute income or other compensation for personal gain. This policy applies to employees, board members, clinic instructors and those carrying out duties or responsibilities on behalf of SWIMPEI

People traveling on SWIMPEI business shall submit a request for approval to travel to the Board with an estimate of the expenses in such timely manner that the request may be included in the monthly agenda of the Board for consideration.

The Board shall make the traveler aware of the decision and the amount of expense approved within 5 business days of the Board meeting.

Any expenses applicable to a spouse, partner, other relatives or friends travelling with the individual shall not be reimbursed. Expenses shall be reimbursed for travel relating only to SWIMPEI business.

Travelling in the capacity of coach or chaperone shall NOT be considered a SWIMPEI expense and the cost associated with these activities shall be the responsibility of the Club for which the services are being utilized.

Whether traveling within or outside the Province, the most economical mode of transportation must be used.

Officials travel to attain or maintain official level status shall be compensated in accordance with the Official Funding Policy.

Swimmer support shall be compensated in accordance with the Swimmer Funding Policy.

Coach **training and development** shall be determined by the Board on a case by case basis. The SWIMPEI contribution shall be equal to, but shall not exceed, the contribution by the Club to which the Coach is registered **and** shall be equal to but not exceed, the contribution by the Coach.

All coach training shall be paid by the Club with which the coach is registered.

The one third Swim PEI portion of coach training expenses shall be paid to the Club with which the coach is registered once the following criteria has been met:

- the training has been completed,
- the certification level to which the training applies has been completed,
- the certification level has been updated in the coach database, and

the Club has submitted an invoice with attached copies of all training expenses, to Swim PEI.

Coach travel to attend meets in a coaching capacity shall **NOT** be considered a SWIMPEI expense and the cost associated with these activities shall be the responsibility of the Club for which the services are being utilized.

1.0 EXPENSE ACCOUNTS

This section sets out the general guidelines under which persons may receive reimbursement for expenses incurred in the course of SWIMPEI business.

All expenses must be approved in advance by the Board.

a) The payment of travel and meeting expenses is intended to reimburse persons for only actual and reasonable expenses incurred while carrying out duties or responsibilities on behalf of SWIMPEI.

b) Use of Credit Cards - Personal credit cards may be used for payment of expenses, those claiming reimbursement of such expenses must provide an itemized receipt or invoice in addition to the credit card slip.

c) Attendance at Luncheons, Conferences, etc. – A person may claim the related expenses of attending an approved luncheon, business meeting, conference or convention by providing the original receipts

d) Entertainment/Hospitality - When such approved expenses are incurred, the claim form must indicate the purpose of the entertainment/hospitality and a list of the persons entertained.

e) Receipts – Receipts are required for all expenses claimed.

2.0 EXPENSE CLAIMS

Anyone requesting reimbursement of expenses must submit a SWIMPEI expense claim, signed by the person submitting the claim, with all applicable receipts attached.

3.0 GROUND TRANSPORTATION

Travel for SWIMPEI business must be authorized by the Board in advance. If a person's privately owned vehicle is used for authorized travel, transportation expenses shall be reimbursed at the rate of \$.30 per kilometer. This rate shall be reviewed by the Board during the annual budgeting process and any amendments may be made at the Annual General Meeting.

SWIMPEI is not responsible for damage or loss to motor vehicles when used for travel, as described above, no matter how such loss or damage is incurred. SWIMPEI is not responsible for reimbursing anyone for insurance premiums, for deductible amounts related to insurance coverage or for any judgments or uninsured losses incurred.

It is the responsibility of the individual claiming travel expenses to carry insurance in the amount of one million dollars (\$1,000,000) against liability for bodily injury and property damage by reason of the operation of his/her motor vehicle on SWIMPEI business. It is the responsibility of the individual to advise his/her public liability insurer that his/her vehicle is being used for SWIMPEI business.

A telephone attendance option shall be available for Board Meetings.

4.0 AIR TRANSPORTATION

All required air travel shall be booked in economy class and at the lowest fares available for the particular itineraries and the cost shall be included in the request to travel. Significant savings can be realized when trips are planned and arranged as far in advance as possible so as to make them eligible for reduced fares.

5.0 ACCOMODATIONS

All expenses for accommodations when traveling on SWIMPEI business shall be included in the request for travel.

The individual shall pay the hotel costs personally and a copy of the hotel receipt must be attached to the expense claim when seeking reimbursement of such expenses.

Should travel plans change and the accommodations not be required, that individual shall ensure that reservations are cancelled.

All costs for reserved rooms, which have not been cancelled in such circumstances, shall be the responsibility of the person holding the reservation and shall not be reimbursed by SWIMPEI.

SWIMPEI shall pay for the basic cost of the hotel room, including all taxes. Any other charges to the hotel bill are the responsibility of the individual to pay directly.

6.0 PER DIEM

Individuals traveling out-of- province on SWIMPEI business shall **NOT** receive reimbursement for meals unless it is specifically agreed to prior to the travel.

Should a pre-approval be received for meals the per diems shall be limited to:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

All expenses for out-of-province shall be paid after completion of the travel with the exception of airfare which may be paid prior to enable the utilization of reduced fares by advance booking.

7.0 Clinic Instructors

Instructors shall be paid the established clinic rates.

Established Clinic Rates

NCCP Coach Clinics – as per SNC guideline

Officiating Clinics \$75.00 per clinic

Established clinic rates may be amended annually at the Annual General Meeting of the Board as part of the budgeting process.

8.0 SWIM CANADA AGM

The president shall attend the Swim Canada Annual General Meeting each year. Swim PEI shall be responsible for paying the expenses not covered by Swim Canada.

9.0 OCRC

The Provincial Officials Director shall attend OCRC meetings and the Officials Symposium. SWIMPEI shall pay the expenses not covered by Swim Canada.

10.0 Communication expenses

SWIMPEI shall not reimburse Board members for:

- regular monthly telephone/cell phone charges unless otherwise approved within the budget;
- internet access at their home;
- the hosting, development or administration of personal, or committee web or home pages;
- late charges on personal expenses.

11.0 Provincial Championship Expenses

SWIMPEI shall pay for the basic cost for the medals/ribbons for Provincial Championships – known as Garden of the Gulf with a contribution not to exceed \$1,000. This is the only meet where awards will be covered. Another meet using the name “championships” shall not be considered.

12.0 Other

Any items not included in this policy must be submitted to the SWIMPEI Board for consideration.

13.0 Amendments

Amendments may be made to this policy at the Annual General Meeting of the Board as part of the budgeting process.