

# The Edmonton Nature Club (ENC)

## Expenditure Policy

### Scope

This policy applies to all ENC volunteers that spend money or incur obligations in support of ENC activities and programs.

### Policy Elements

“Expenses” and “Expenditures” as contemplated in this policy document fall under two categories:

- Expenses that are paid directly by ENC to the vendor or other service provider (“vendor”); and
- Expenses that are initially paid by our volunteers to vendors and are reimbursable.

Wherever possible, vendors should bill ENC directly. If this is not possible, a volunteer may procure items or services on behalf of ENC. All reasonable expenses will be reimbursed, after they are approved by the Executive.

### Eligibility

Only budgeted expenditures, or ad hoc expense activities that have been agreed upon by the Executive can be submitted for reimbursement or incurred on behalf of ENC. No volunteer may enter into an agreement attempting to bind ENC with a third party unless it has been agreed upon beforehand by the Executive, authorized to do so via the Annual Budget process, or ratified by the Executive.

Volunteers are expected to absorb certain expenses as part of their day to day lives which are not eligible for reimbursement. Examples of ineligible expenses are:

- Meals and Entertainment incurred while representing or partaking in ENC activities;
- Travel Expenses incurred to attend ENC business or activities – e.g. fuel, mileage, personal accommodations;
- Interest charges or fines incurred – e.g. bank charges or speeding tickets;
- Home office expenses – e.g. internet access, subscriptions, pens/pencils, computers and equipment, software;
- Phone charges.

Expenditures must always benefit ENC and its Members, be consistent with ENC Objectives and compliant with ENC Bylaws, and not be incurred for the sole benefit of any one individual. All

materials purchased in pursuant of ENC programs and activities are property of ENC and its Members. A volunteer should always ask for guidance from the executive if unsure.

## **Procedure**

All Expenses are to be submitted to the Treasurer via a prescribed Expense Form. Original receipts must be attached to the completed Expense Forms. Each form will be processed by the Treasurer, and the volunteer or vendor will be reimbursed via cheque in a timely manner.

Each cheque is to be signed by two members of the Executive with signing authority. Under regular circumstances this should be the Treasurer and another Executive member with signing authority. Signed cheques will be mailed to the vendor or volunteer. Volunteer addresses should be designated on the Expense Form unless other arrangements have been made beforehand.

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