

1 Purpose

This document provides the procedures to be used in all matters pertaining to financial reporting and spending agreements between Ultimate Victoria (UV) and its staff and volunteers, including board members. This document also outlines actions to be taken regarding debts owed to Ultimate Victoria or its affiliated clubs.

2 Purchases, transactions and reimbursements made by staff

- 2.1 Any person employed by Ultimate Victoria, or engaged for professional services by UV are considered to be UV staff for the purposes of this section.
- 2.2 All transactions made by Ultimate Victoria staff on behalf of the organisation must be reviewed by the UV Treasurer within three (3) months of being carried out
- 2.3 This responsibility may be delegated to another UV board member by board resolution

3 Purchases made by volunteers

- 3.1 All planned purchases by volunteers above a value of \$500 requiring a reimbursement from UV must be authorised by the UV Board in a simple majority vote prior to purchase.
- 3.2 Purchases estimated to be equal to or greater than \$3,000 shall require at least two (2) commercial quotations where possible, to be presented to UV Board prior to authorising the purchase.
 - 3.2.1 The UV Board reserves the right to ask for two quotes on purchase of value lesser than \$3,000.
- 3.3 Only purchases made by volunteers that are explicitly for the purpose of running the Association and/or UV events and programs will be considered.
- 3.4 The purchaser must obtain receipts relating to the purchases from the supplier.
- 3.5 Where UV is the supplier, payments shall only be given on the provision of a Purchase Order, or equivalent, from the customer.
- 3.6 The UV Treasurer must be notified of all purchases made by volunteers, which must comply with Section 3.2 of this policy.

File path: UV shared\3_Governance\1_Policies	Author: S. Talbot
Date published: 10/08/20	Date for review: 10/08/20
Version: 1.1	Page 1 of 3

4 Reimbursements to volunteers

- 4.1 Purchases made on behalf of UV shall be reimbursed by UV to the individual(s) making the purchases by cheque or an electronic funds transfer, unless Section 5.7 of this policy applies.
- 4.2 Reimbursements will only be given for purchases compliant to Section 3 of this policy and were explicitly made for the purpose of running the Association and/or UV-sanctioned events and programs.
- 4.3 Receipts must be provided as evidence of the purchases made with the application for reimbursement.
- 4.4 Failure to provide an evidence of purchase will delay any reimbursement until evidence of purchase is provided.
- 4.5 In the case of a failure to provide a purchase evidence, the purchased goods are to be returned to the individual(s) making the purchase and thus forfeiting reimbursement of the said goods.
- 4.6 UV Treasurer must be notified of all reimbursements made to volunteers.

5 Deposits

- 5.1 A deposit receipt from the bank must be obtained by the depositor for any deposits made into any UV bank account.
- 5.2 A description of all items contained in any single bank deposit must be recorded onto the associated bank deposit receipt, which must then be submitted to UV Treasurer.
- 5.3 The UV Treasurer must be notified of all deposits into the Association bank account.

6 Actions for debts owed to UV or affiliated clubs

- 6.1 UV reserves the right to review membership status under section 16(c) of the UV Association Rules for members who are in financial arrears to UV or an affiliated club following reasonable opportunity to settle any debts owed.
- 6.2 The UV board must consider the following in all cases
 - How the debt was incurred
 - Whether the member was given adequate notice of the debt they will be incurring through their actions
 - If the debtor has been given reasonable opportunity to settle the debt
- 6.3 Affiliated clubs must submit the following evidence to the UV board to consider
 - Proof of membership to the club and to UV
 - All communications to members regarding fees paid to club, including timelines

File path: UV shared\3_Governance\1_Policies	Author: S. Talbot
Date published: 10/08/20	Date for review: 10/08/20
Version: 1.1	Page 2 of 3

- Documented consent of the member to incurring debts and the expected timeframes of any payments
- Any documented changes to terms or timeframes
- Outline of what costs are borne by the club as a result of the unpaid fees
- All documented efforts to recover the debt

6.4 The process for review of membership must follow sections 17, 18 and 19 of the UV Association Rules

6.5 Members have the right to appeal the board's decision regarding their membership status under section 20 of the UV Association Rules.

File path: UV shared\3_Governance\1_Policies	Author: S. Talbot
Date published: 10/08/20	Date for review: 10/08/20
Version: 1.1	Page 3 of 3