

Policy Category	Operational - Finance
Policy Name	CDMFA Finances, Expenditures & Reimbursements
Source	CDMFA RPPs 2021, Football Alberta Minor Provincials Policy & Procedure Manual
Date	Approved 2023-03

**1. GUIDING PRINCIPLES**

- 1.1. The Board shall approve the annual budget of the CDMFA.
- 1.2. The Executive shall manage the accounts of the association within the parameters of the approved budget.
- 1.3. Any changes in the budget and any addition of non-budgeted items must be approved by the Board

**2. REPORTING**

- 2.1. At each Board meeting or prior to the meeting via email, the following reports shall be submitted:
  - 2.1.1. Balance Sheet,
  - 2.1.2. Income Statement
  - 2.1.3. Budget vs. Actual
  - 2.1.4. Accounts Receivable
- 2.2. Chart of Accounts. (see attached)

**3. EXPENDITURES**

- 3.1. The CDMFA will pay suppliers for expenses pertaining to the operation of the CDMFA.
- 3.2. A staff member or volunteer may not commit expenditures on behalf of CDMFA without the prior written approval from the Vice President, Finance or President of the CDMFA. Retroactive approval will not be provided..
- 3.3. General service agreements shall be signed with all vendors providing recurring products and/or services to CDMFA in excess of \$1,000 during the fiscal year.

**4. REIMBURSEMENTS**

- 4.1. All expense claims by staff or volunteers shall be submitted via email to [cdmfapayments@gmail.com](mailto:cdmfapayments@gmail.com)
- 4.2. Expense claims must be completed using the CDMFA Expense Claim form and be accompanied by all applicable receipts and documentation.
  - 4.2.1. The Expense form must be completed and signed.
    - This can be completed electronically. If using a mobile device, it should work using the fee “Adobe Reader” app
  - 4.2.2. All receipts need to be scanned in PDF or JPG format
    - A photo from a phone is not sufficient
    - This can be completed via the phone using apps such as “Evernote Scannable” or “Adobe Scan”
- 4.3. Expense claims should be submitted in the month for which the expense(s) occurred. In December, expense claims must be submitted prior to December 15<sup>th</sup> to ensure the budget respects the fiscal year.

## 5. PURCHASES

- 5.1. When purchases of goods or services over \$2000 are undertaken, the Executive shall provide the Board with three quotes prior to committing to any disbursement, exceptions being field rentals, referee costs, or minor official costs. This clause may be overridden with the approval of the Board or where existing ongoing contracts exist.
- 5.2. No purchases shall be made from a member of the Executive or Board, a business owned by a member of the Executive or Board or his/her family unless three quotes are forwarded to the Board. Two of such quotes must be from companies not associated with an Executive or Board member. Executive and or Board members must disclose this relationship, must exclude themselves from the discussion and abstain from voting on the issue.

## 6. TRAVEL

- 6.1. Unless stated otherwise, it is always the responsibility of the individual club/team to make their own applicable travel arrangements (bussing, accommodations, etc)

### 6.2. RATES FOR REIMBURSEMENT - Staff or Designated CDMFA Representative

- 6.2.1. For travel outside the greater Edmonton area (in excess of 100 kilometers in each direction). Must be pre-approved and claimed on the CDMFA Expense Form with all applicable receipts/records.
- 6.2.2. Kilometers, per diem and meals will be reimbursed at the Alberta government rate
  - 6.2.2.1. [Appendix1.pdf](#)

### 6.3. RATES FOR REIMBURSEMENT - Teams

For Bantam and Midget teams in the greater Edmonton area who are scheduled or asked to travel to play one of the CDMFA members in an outlying area, they have the option of requesting a travel reimbursement of \$1000 for the purposes of deferring transportation and accommodation expenses:

- 6.3.1. For CDMFA season games, and/or specific CDMFA sanctioned events
- 6.3.2. When the trip will be in excess of 200 kilometers (round trip)
- 6.3.3. Any travelling team eligible for a travel reimbursement must claim it by the end of November of the season in which the expense was incurred. This can be done by following the Reimbursement Process in Item 4 (above). Failure to submit receipts by the specified time will result in forfeiture of the money.

### 6.4. RATES FOR REIMBURSEMENT - Provincial Finals

- 6.4.1. As per Football Alberta Minor Provincials Policy & Procedure Manual ( <https://cloud.rampinteractive.com/footballalberta/files/PDF/Minor-Provincials-Policy-and-Procedures-Manual-2022.pdf> ) Provincial Final travel expenses shall be submitted directly to Football Alberta. No travel expenses for Provincial Finals will be reimbursed by the CDMFA.

- 6.4.1.1. Travel for provincials shall be reimbursed at the following rates:

- 6.4.1.1.1. At all levels of Minor Provincials, Football Alberta will provide a travel voucher for travelling teams for the FINAL Championship games only under the formula below:

- 100 – 300 km: Up to \$500
- 301 – 600 km: Up to \$1000
- 601 – 1200 km: Up to \$2000
- 1201 +: Up to \$3000

(Note: this is round trip total km's)

6.4.1.1.2. Receipts to be sent in are for busing, meals and hotel if required up to the grant amount

6.4.1.1.3. Any travelling team eligible for a travel subsidy must claim it by the end of November in which Provincials are played. This can be done simply by submitting receipts to the Football Alberta office either by mail or email which total to an amount equal to or exceeding the specified voucher. There also must be notice of who or what association the subsidy cheque should be made out to. Failure to submit receipts by the specified time will result in forfeiture of the money.

6.5. Meals for provincial play, where CDMFA is the host league at a maximum of \$400/ visiting team.

Capital District Minor Football Association - Rules, Policies and Procedures

CDMFA Chart of Accounts (Dec 2022)

Program	Revenue	Expense
VP Programs - tackle	Midget Tackle Bantam Tackle PeeWee Tackle Atom Tackle Female Tackle Winter Camps Spring Camps	Tackle Program Delivery <ul style="list-style-type: none"> <li>- Officials fees</li> <li>- Announcers &amp; Timekeepers</li> <li>- Meeting Expenses</li> <li>- Travel</li> <li>- Trophies</li> </ul> Tackle Fields & Facilities <ul style="list-style-type: none"> <li>- Outdoor fields</li> <li>- Indoor fields</li> </ul>
VP Programs - flag	Midget Spring Bantam Spring PeeWee Spring Atom Spring	Non-Contact Program Delivery <ul style="list-style-type: none"> <li>- Officials fees</li> <li>- Announcers &amp; Timekeepers</li> <li>- Meeting Expenses</li> <li>- Travel</li> <li>- Trophies</li> </ul> Flag Fields & Facilities <ul style="list-style-type: none"> <li>- Outdoor fields</li> <li>- Indoor fields</li> </ul>
VP Coaching	Coaching Clinic Fees	Coaching Clinic Delivery <ul style="list-style-type: none"> <li>- Meeting expenses</li> <li>- Supplies</li> <li>- travel</li> </ul>
VP Finance	Fundraising <ul style="list-style-type: none"> <li>- Raffle</li> <li>- Casino</li> </ul> Grants Sponsorship Sales Income <ul style="list-style-type: none"> <li>- Gate fees</li> </ul>	Administration <ul style="list-style-type: none"> <li>- Bank charges</li> <li>- Merchant fees</li> <li>- Professional fees</li> <li>- Subscriptions</li> <li>- Office lease</li> <li>- internet/phone/security</li> <li>- Office supplies</li> </ul> AGLC Expense <ul style="list-style-type: none"> <li>- Raffle license</li> <li>- Raffle printing</li> <li>- Casino expenses</li> </ul> Payroll <ul style="list-style-type: none"> <li>- Sr Program Mgr</li> <li>- Asst Program Mgr</li> <li>- Salaries</li> <li>- Benefits</li> </ul>
VP Communications		Website Social Media Advertising

# Expense Claim Form



## Eligibility to Submit Expenses

- All purchases must align with CDMFA policies and procedures. Where possible, pre-approval should be received before a purchase is made. This includes any mileage being claimed.
- Mileage is reimbursed at a rate of \$0.61/KM per [CRA guidelines](#) (2022).
- All receipts must be included in electronic format (PDF or JPEG). Purchase details such as item, vendor, purchase date need to be legible on the receipt image.
- This form MUST be signed by the submitter

## Expense Claim Details

Payment Date	Vendor	Amount	Reason for Purchase
	<b>Total Expenses:</b>		

## Mileage

Trip Date	Trip From-To	Total KMs	Reason for Travel
	<b>Total Mileage:</b>		
	<b>Total Expense Claim Amount:</b>		

<b>Submitter Name:</b>		<b>Submission Date:</b>	
<b>Submitter Signature:</b>			