

# BASKETBALL MANAWATŪ

## Volunteer Expenses Policy



### INTRODUCTION

Basketball Manawatū acknowledges that volunteers support the overall strategic aims of the programme. They are critical to the organisation in achieving its mission, to be the sport of choice in Manawatū.

This policy outlines Basketball Manawatū's fair and consistent approach to processing volunteers' claims for expenses.

### RATIONALE

This Volunteer Expenses Policy (& Expenditure Procedures and Protocols - Nov 2020) provides guidance on which expenses are to be claimed for and aims to promote a reimbursement procedure that is fair and consistent across the whole organisation.

### SCOPE

This policy applies to all volunteers who carry out their role within the whole Basketball Manawatū organisation.

For the purpose of this policy the term "Volunteer" has been used in its broadest sense:

A volunteer with Basketball Manawatū is someone who, without expectation of financial reward beyond reimbursement of expenses, performs a task at the request of the board Chairperson, or General Manager, and does so on behalf of Basketball Manawatū.

Voluntary work experience placements, such as students from Massey University or UCOL on course related work experience programmes organised through Basketball Manawatū staff & management, are not covered by this policy. In most cases people taking part in such programmes can claim their expenses from their work experience placement provider.

The reimbursement of expenses to volunteers are only given to cover any out-of-pocket costs that have been incurred and do not represent any financial reward, or any compensation for loss of time. Payment of expenses do not change the recipient's status as a volunteer.

### KEY RESPONSIBILITIES

Basketball Manawatū will value and recognise the contribution of our volunteers, and ensure there is reimbursement of agreed out of pocket expenses.

Volunteers are expected to act honestly and responsibly and to submit fair and reasonable agreed out of pocket expenses in accordance with this policy.

The relevant Basketball Manawatū employees are expected to check that claims comply with this policy, deal with them promptly and ensure they are claimed in accordance with the correct process.



## **RULES WHAT CAN BE CLAIMED FOR**

Before a claim is made, consideration needs to be given to the following: -

- Prior approval and agreement has been sought in advance with the General Manager, Board Chairperson, or the Competitions & Events Coordinator.
- The expenses that are being claimed are reasonable and only cover any out-of-pocket expenditure.
- All claims must be submitted using the Basketball Manawatū Expenses Claim Form and must have all associated Receipts attached.

## **POLICY STATEMENT**

Basketball Manawatū greatly appreciates and values the time given by volunteers to help support our work and we are committed to ensuring that no volunteer is out of pocket because of expenses incurred whilst carrying out their role within the Basketball Manawatū organisation

Basketball Manawatū needs to ensure that any expenditure is relevant to our objectives and can be fully justified, therefore all expenses should be reasonable and kept to a minimum.

It is also important that there is transparency with all payments and therefore all claims must always be supported by the relevant receipts for auditing purposes. Wherever it is possible we will ask for a valid GST receipt to be submitted along with any expenses claim made.

## **ASSOCIATED DOCUMENTS**

Basketball Manawatū Expenditure Procedure and Protocols Manual (Feb 2021)

## **POLICY REVIEW**

Basketball Manawatū will monitor and review this policy an annual basis.