

## **Wind Athletes Canada Program Expense Claim Policy**

This Policy outlines the principles underlying the Expense Claim Policy and the process for making an expense claim under all of Wind Athletes Canada's approved programs

### **Principles**

All expenses claimed by an athlete, team or organization must be valid Program expenses. All expenses that may be claimed are properly understood as expenses of the Wind Athletes Canada approved Program for which the athletes, team or organization submitting the expense claim is a participant.

Valid Program expenses are things such as air travel, road tolls, travel visas, car fuel, accommodation, meals, coaching, regatta entry fees, training clinic fees, Provincial Team of National Team Fees, Sport Science Services (eg. Physiotherapy, sports Psychology, Gym Membership, medical expenses), gym memberships, equipment and supplies like glue, fasteners, line, technical clothing (eg. wetsuit, sails, spray top, etc.).

Program expenses do not include capital expenses like boats, trailers and vehicles. Having your trailer bearings greased or replacing a flat tire are considered operational expenses, but not buying a trailer or a car. We also consider sails (includes kites) to be consumable expenses because they usually do not last more than a season given their frequent use and the expected wear and tear.

Prior to incurring any Program expenses, you must confirm the availability of Program funds with Wind Athletes Canada. It is impractical to obtain authorization of each expense before it is incurred but so long as you have confirmed that sufficient funds are available before claiming a Program expense and the Program expenses fit within the following categories of valid Program expenses, your claim will be reimbursed:

- Travel
- Accommodation
- Meals
- Coaching
- Event Fees
- Team Fees
- Sport Science Services
- Equipment and Supplies

If you expect to incur an expense and you are not sure if it fits into one of these categories, please contact us to verify whether or not it does. For example, medical expenses for an injury impacting your sport would be eligible under Sport Science Services, but elective surgery to remove a mole would probably not be unless there was a sport performance related reason for the surgery.

The Expense Claim Form available on our FAQ page is set up to help you place expenses in one of these 8 Categories. Please note that as these Program expenses are the expenses of Wind Athletes Canada, you must therefore break out the HST component of all expenses incurred in Canada so that we may reclaim the input tax credit. This is an important element of our reimbursement process, and allows us to stretch our Program funds further and ultimately we hope this helps push our athletes and Canada that much closer to the Podium.

### **Expense Claim Process**

The following are the steps you must complete to make an Expense Claim under a Wind Athletes Canada Program.

1. Confirm with Wind Athletes Canada the amount of Program funds available. The best way to do this is to contact Lana Butler by email [Lana@windathletes.ca](mailto:Lana@windathletes.ca)
2. Download the Expense Claim Form available on our FAQ page <https://www.windathletes.ca/faq>. Enter all the Program expenses you are claiming under one of the 8 expense categories. If you are not sure what category in which the expense fits or you are unsure if the expense fits any of the allowable categories, please contact John Curtis by email [john@windathletes.ca](mailto:john@windathletes.ca). The Expense Claim Form is in excel file format. **Please do not convert it to a Numbers file format and please to do not convert it to and Adobe PDF file format.** We cannot open a Numbers file. The PDF format eliminates the excel summing function and adjusts the orientation of the contents making it difficult to follow.
3. You must also prepare your receipts to send with the expense claim. You must send us all receipts in electronic format. PDF files, Scans and photos in pdf or jpeg are acceptable. Please do not send us a link to web based drive. Accessing such drives and downloading the files adds a significant amount of time to the expense claim process as we must first obtain permission to access the drive then download each file for storage in our system. We must store all records for seven years and they are no good to us unless they are on a drive we maintain and control.
4. Please break out the HST portion of all expenses incurred in Canada and enter the amount of HST under the HST column with the balance of the expense under the Column E which is called "*Amount in Canadian \$*".
5. If you have incurred expenses in another currency, please convert the currency to Canadian dollars using this website <https://www.xe.com/en-ca/currencyconverter/>
6. You must include a screenshot of each currency conversion in the supporting documents for you claim.

7. Send the Expense Claim form and the receipts to [lane@windathletes.ca](mailto:lane@windathletes.ca) and [john@windathletes.ca](mailto:john@windathletes.ca) for processing.
8. To make the reimbursement of your claims fast, efficient and to minimize your cash flow issues, we use Scotia Connects to send money directly to your bank account. In order to do this we need your bank account details. The easiest way to do this is to send us a VOID cheque. You can obtain such a check from your bank account online. If you cannot send a void cheque please provide the following information:
  - Your address that is on file with your bank
  - Name of Your Bank
  - Your Bank Branch address
  - Your Bank Transit #
  - Your Bank Account #

*\*Once we have you set up in our system, you do not need to send us this information again unless you want to change bank accounts\**

## **Wind Athletes Canada Accounting Policy**

1. A fee of 3% or is charged on all donations received, except for keelboat programs which attract a 4% fee. These funds will be used to fund the operations of Wind Athletes Canada.
2. Additional fees charged by credit card processing (eg. Paypal) or interac transfers also apply. Currently this is 2% for credit cards. Donations by cheque or direct deposit including interac, iTrade, etc. attract only the 3% or 4% fee as set out in paragraph 1.
3. Funds allocated by Wind Athletes Canada to an athlete or organization will be redistributed after 1 year of inactivity in the Program. If an athlete retires from active participation in their discipline unless they are injured or notify Wind Athletes Canada of some other sensible reason their funds should not be redistributed, the decision to redistribute funds may or may not be implemented, at the discretion of the President of Wind Athletes. In any case, the redistribution of funds shall be made with an abundance of caution and possibly with the oversight of the Board of Directors if the amount in question is significant.
4. Athletes may only access funds raised by way of submitting an expense claim in the approved excel file format (available on request) and must attach electronic versions of all receipts associated with the expense claim. The only exception to this rule is that athletes may claim \$65 CDN/ day for unreceipted food expenses while on the road for training and competition, but proof of travel is required (eg. results, airline tickets, etc.)
5. Organizations may only access funds raised by way of submitting an expense claim in the approved format (available on request) and must attach electronic versions of all receipts associated with the expense claim.
6. Athletes and Organizations should attempt to submit expense claims that are as close as possible to the amount they have been allocated.
7. Wind Athletes Canada does not allow athletes or organizations to make more than one claim using the same receipt. For example, an athlete who has \$700 available but makes a claim for that money using a receipt for \$1000. The balance of \$300 cannot be claimed in a subsequent claim as it is simply far too complex to manage such an accounting system. This may be modified in the case of large claims made by organizations funding certain capital expenses, but express permission must be obtained from Wind Athletes Canada in advance by the organization.
8. Reimbursements for expense claims will be issued by way of EFT's to a bank account of the athlete's/organization's choosing as they provide the most secure and audit friendly payment method. We do not typically make payments using interac.
9. In certain special cases, expense payments may be made directly to the vendor if pre-approval is sought on a case by case basis. (eg. an athlete could request a team fee to be paid directly or a large expense for an extended stay at a hotel, a capital equipment expense for a Provincial training centre, etc.) We prefer not to do this as

it requires more administrative time on our part, which increases the cost of operating the organization.

10. All expense claims must break out HST if incurred and any HST rebate received by Wind Athlete Canada will be used to fund the operations of Wind Athletes Canada.
11. All expense claims are subject to the approval of the Wind Athletes Canada President, who shall determine in his / her absolute discretion whether or not the expense is legitimately related to a particular athlete's sport and fits with in the 8 categories of expenses set out in the Expense Claim Policy. Generally, expense claims should not be made for capital items unless they will likely depreciate to a nominal value within 1-2 years (eg. sails).
12. Things like vehicles and other capital expenses for National Sport Organizations (NSO's), Provincial and Territorial Sport Organizations and Clubs may be approved in special circumstances but pre-approval should be sought in advance of the claim. Usually this will mean that Wind Athletes Canada will retain ownership of the capital item which it could then lease to the organization that will use it. This generally involves a written agreement specifying the nature and purpose of the organization's planned use of capital item (eg. lease for a nominal sum/ year, renewable every 5 years)
13. In order to minimize time and cost, all financial transactions shall be done electronically to the greatest extent that is practical.