



NSW & ACT Prospectors and Fossickers Association Inc.

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"Fights for fairer access to land in NSW and represents the interests of prospectors and fossickers"

NAPFA Policy for Reimbursement of Costs.

Introduction

NAPFA provides a service to the Prospectors and Fossickers of NSW and the ACT, and represents them and their interests as a peak body at various levels.

As a voluntary organisation, the contribution, commitment, and service to NAPFA and its members by individuals (both members and non-members) is essential to the running of, and effectiveness of the association.

NAPFA recognises that in addition to their time volunteered, individuals are required to travel to various forums and events to represent the association, and that costs will be incurred in doing so.

Many of NAPFA's larger costs are paid on invoice by the Treasurer such as insurance, printing and mailing, PO box, website, etc. However most travel and other incidental costs for the administration and running of the association need to be paid at the time of purchase, and it is not practical or cost effective for NAPFA to:

- a) Supply credit or debit cards to committee or others; or
- b) Pay for goods and services in advance; or
- c) Set up accounts for suppliers when only used occasionally or as "one off" purchases.

NAPFA therefore relies on individuals to pay for consumables, minor incidentals, and their own travel costs when representing the association, and to receive a reimbursement later.

So that an individual's ability to represent NAPFA is not restricted financially, these costs must be borne by NAPFA, either in part or in total. This is seen to be of benefit to NAPFA and its members.

Objectives

This policy enables NAPFA to encourage individuals to represent and run the association where required, solely by volunteering their time and expertise, with the knowledge of the costs that will be reimbursed.

It clearly provides a procedure for the reimbursement of an individual's costs for travel whilst representing NAPFA, and costs for the administration and running of the association.

While meeting legal requirements, and those of the NAPFA constitution, it allows the NAPFA committee to:

- a) Authorise an individual's proposed expenditure in advance;
- b) Properly validate and approve any claim for reimbursement monies; and
- c) Reimburse the authorised costs.

Requirements for funds payments

The NAPFA committee in making payments from funds of the association must abide by the Associations Incorporation Act 2009, and the NAPFA constitution Sec 38 Funds - Management which states:

- a) Subject to any resolution passed by the association in general meeting, the funds and assets of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.
- c) The association is prohibited from providing pecuniary gain for any of its members. A 'pecuniary gain' is defined in section 5 of the Act.

Eligible costs for reimbursement

The committee will ensure eligibility of all payments of funds of the association meet the above requirements, and that a process is in place to record and validate these as per the NAPFA constitution.

Significant travel costs eligible to be approved by the committee are listed but not restricted to:

- a) Flights, public transport, taxis, hire cars and associated fees;
- b) Fuel costs where an individual's vehicle is used; and
- c) Accommodation;

Meals, and other incidentals while away are generally not intended to be covered, unless for a full day or overnight away from home solely on NAPFA duties, and are at the committee's discretion.

Other costs for the administration and running of the association are to be determined by the committee for the situation at hand, and can be detailed in advance for committee positions and approved as such in a committee meeting.

Costs NOT Eligible for reimbursement

Costs associated to attend NAPFA's AGM by committee members, such as travel, access fees, camping or accommodation, are not eligible for reimbursement.

Costs for minor travel, such as to pick up consumables and postage are not eligible for reimbursement.

Approval to incur costs

For costs to be eligible for reimbursement by NAPFA they must be:

- (a) Approved in advance of the cost being incurred by a quorum, which consists of any 3 committee members (may include the requestor);
- (b) Justified to the committee that they will be incurred while representing NAPFA and/or the Prospecting and Fossicking community, in pursuance of the objects of the association;
- (c) Specific in terms of individual items to be paid for (eg flights, taxi, accommodation, stationary, etc);
- (d) Quoted where possible (eg flights), and be estimated for others (eg fuel, taxis, mail) so that a total of all costs can be estimated and presented to the committee for the items requested; and
- (e) Able to have a receipt provided by the supplier detailing the goods, services and costs incurred.

Where possible a request for approval is to be sent to all committee, however in urgent situations verbal approval by phone is allowed for travel by committee members only, and for non-travel items. Notification to the other 3 committee members is to be done as soon as possible.

The committee may decide in advance the purchases to be authorised for each position on the Committee, or incidental items and services that are purchased regularly such as stationary and postage.

Process to claim reimbursement

All reimbursement claims made to NAPFA must be made in writing, and submitted on the form issued by the Treasurer, and show detail as to:

- (a) The person who incurred the costs;
- (b) The committee members who approved the costs in advance;
- (c) Reasons for travel (e.g. particular meeting or event);
- (d) The itemised individual costs including dates, locations, what they are specifically for etc;
- (e) The date submitted to NAPFA;
- (f) A declaration that all costs incurred were for carrying out duties for NAPFA; and
- (g) Be signed by the individual making the claim.

All claims submitted are to include receipts (or copies approved by the Treasurer) for each of the individual items claimed for on the form.

In the case of fuel claims, ideally the individual will start with a full tank, and then fill the vehicle at the end of the trip and submit the following:

- (a) Details of the vehicle make and model;
- (b) A receipt for the total fuel cost and litres of fuel used; and
- (c) The kilometres travelled and fuel use in litres per kilometre;

In the case where it is not possible to start with a full tank, or an individual combines personal travel with NAPFA business then the individual will submit the following:

- (a) Details of the vehicle make, model and its fuel use per kilometre;
- (b) The kilometres travelled for NAPFA business; and
- (c) The total cost claimed with a calculation of litres used by the current fuel price.

All claims submitted to the committee must be authorised for payment by a quorum, consisting of any 3 committee members, who must be satisfied that the claim meets the requirements of this policy. The committee may decide to authorise a claim in part or in full in its determination.

The person making the claim is to be notified of the committee's decision.

In the event of the claim being authorised the Treasurer shall then make arrangements for the payment to be made and to record details of the transaction as per the Treasurers duties in part 17 of NAPFA's constitution.

In the event of a claim being refused, the committee is to review the claim at the next committee meeting and its decision there will be final, and details recorded in the minutes.