



Sunshine Coast District Bowls Association

c/- District Rooms

Cotton Tree, Queensland, 4558

Mobile: 0414 777 303

Email: [scdba.secretary@gmail.com](mailto:scdba.secretary@gmail.com)

ABN: 51 412 287 235

**SUNSHINE COAST DISTRICT BOWLS ASSOCIATION INC.**

**POLICY 05/23 HONORARIUMS & EXPENSES POLICY**

**Application**

This policy applies to all personnel of the Association in any capacity, including the members of the Management Committee, the Chairperson and all members of sub-committees, and Bowls Queensland Delegates.

This policy shall take effect from the date that the Management Committee endorses the Policy and remain in effect indefinitely.

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**Honorariums**

Honorariums are provided to compensate volunteers for expenses incurred in their role representing the SCDBA.

**Reimbursements**

Volunteers should not be out-of-pocket because of volunteering. When volunteers procure items for the organisation in their role, it is proposed that any out-of-pocket expenses incurred by volunteers are pre-approved by the organisation where practicable.

**Guidelines**

That the Management Committee of the Sunshine Coast District Bowls Association adopt and resolve to abide by the following guidelines in relation to the payment of honorariums and reimbursement of expenses for members of the Management Committee and Sub-Committees.

The quantum of an Honorarium for members of the Management Committee shall be proposed by the Management Committee and included in the District Budget each year for endorsement of the council members at a General Meeting.

The quantum of the annual honorarium (payable at the end of each year) shall be inclusive of known and/or anticipated expenses except travel expenses to attend all meetings at the Maroochydore Clubrooms which may be claimed at the agreed rate. It shall reflect the degree and frequency of travel and the personal cost of all IT and telephone expenses related to the committee members specific role over a period of 12 months.

The Executive shall pay for, and be reimbursed for, the purchase of consumable materials such as paper and stationary for the use of committee members, sub-committees and for costs related to the management of the association meeting rooms and to the holding of meetings and events endorsed by the Management Committee.

These expenses shall be reported to the Management Committee, seeking endorsement at each monthly meeting.

#### **Unforeseen expenses**

Unforeseen expenses for representational purposes at approved events, non-scheduled meetings and unplanned administration expenses are subject to prior approval of the Management Committee and shall be paid at the following rates.

- Local Travel \$0.78 per Kilometre, both ways. (Based on ATO 2023 rates)
- Brisbane return travel \$100 to attend events / meetings etc. If more than one, and less than four persons, are travelling to an event it is expected that they travel together and only one payment will be approved.
- Actual cost of economy airfares (or equivalent fuel allowance) and accommodation expenses, for no more than two people, to attend State/District representational events in other Queensland cities where a district team or teams are representing the Sunshine Coast District Bowls Association.
- Cost of catering expenses for attendees and representational purposes at approved events.
- Exceptional costs for the operation, renewal, upkeep and repairs of computers and related equipment necessary for effective operation of the Association.
- Other costs, subject to the specific approval of the Management Committee and reported to the next Council Meeting.

#### **Claims**

All claims for reimbursement of Out-of-Pocket (Unforeseen) expenses are to be submitted to the Treasurer with a completed claim form at the next available meeting. Reimbursement will be processed by electronic transfer to the claimants nominated bank account.

#### **Quantum for 2023**

This policy was endorsed by the Management Committee at their meeting on 15<sup>th</sup> May 2023. It was agreed that the Treasurer and Secretary would receive the sum of \$2000 and all other Management Committee members would receive \$1000 per annum to cover incidental expenses.