

23. Financial Procedures

This section explains what expenses can be reimbursed, provides an example of a completed *Request for Reimbursement* form; how to deposit/record donations and sales, provides an example of *Record of Income Received*, and provides methods of submitting your documents.

Requests for Reimbursement

What you can claim:

Batting and Backing:

Restrictions do apply to batting and backing. By purchasing in bulk, we are able to maximize available discounts. Where feasible, we have eliminated expensive shipping costs by using Transition Centres to ship bolts of backing and rolls of batting to Regional Reps. Before contemplating purchasing batting or backing from your local distributors, please contact: Procurement@quiltsofvalour.ca to check availability of materials.

Mileage

No mileage or gas will be reimbursed for travel within a member's or Regional Representative's geographic area. A geographic area means an area that is within a radius of 50 kilometers from the member's home.

When making quilt presentations in remote areas of Canada, prior authorization must be obtained from the President or VP for up to 300 kilometers round trip. In these situations, you claim the gas expense versus a calculation of kilometres. Please fill your gas tank before your trip, take the trip, then fill up again. Claim the amount of gas from the second purchase. This method will adjust for the varying gas prices across the country. On the reimbursement form, provide an explanation on the form why the travel was required.

Shipping

Please try to utilize the free shipping offered at Transition Centres before contemplating paying for shipping.

Quilts can be shipped via Purolator. Purolator will invoice the Treasurer directly so Reps do not need to pay for this. The QOVC account number is: **3393871**. We do receive a corporate discount but it is not much. Shipping is expensive.

Quilts and other parcels can be mailed through Canada Post. You will have to pay Canada Post and then make a reimbursement request. When using our corporate number, we receive a discount, increased rate of delivery at no cost and free insurance. This only applies to mailed parcels. The QOVC account number is: **8366748**.

Stamps – It is expected that you will require postage stamps for mailing thank you cards, etc. Please provide the receipt from Canada Post.

Mailing of Hug Blocks/Valour Bundles

In order to determine the cost of the Hug Block program, the cost of mailing anything to do with Hug Blocks is tracked separately. Examples are sending Hug Block inventory from one Rep to another Rep, completed Hug Blocks from your region to the Hug Block Coordinator, etc. Please note these separately on your *Request for Reimbursement* form.

Office Supplies

It is expected that Reps do have some need for paper, ink, envelopes, etc. These may be required for printing instructions for Sew Days and other needs. Please try to keep these costs to a minimum.

What you cannot claim:

Not authorized for reimbursement at this time, are expenses such as business cards, event fees, refreshments for group presentations or other events, mileage

other than mentioned above, or meals, quilt construction consumables (i.e. thread, rotary cutter blades, cutting mats, needles).

Receipts older than twelve months from the date of purchase, are not reimbursable. As our fiscal year end is July 31, expenses before this date must be submitted by August 31 so that they can be “matched” to the correct year.

Request for Reimbursement (Blank form)

You can locate the template by going to the *Sheets* category on the Google drive. At the top there is a search area. Type in *Request for Reimbursement (Blank)* and enter. Before entering your information, download the form to your drive. This will provide you with privacy and will not overwrite the template.

Enter your Region and Group ID# in the area provided. Complete the details on the form. Receipts are required which show what was purchased, date, location and GST/HST charged. This is required by CRA. If a foreign currency is involved, please indicate the rate of exchange at time/day of purchase. Once complete, scan your receipts in PDF or JPG (PDF is preferred).

Clearly indicate at the bottom left corner of the form to whom the reimbursement cheque is to be made payable to and where the cheque should be mailed. If you are emailing the form you do not need to sign it.

Completed forms and scanned receipts can be emailed directly to the Treasurer@quiltsofvalour.ca or printed and a hard copy mailed to the address on the form. Be sure to include all receipts.

If you have any questions, please email Treasurer@quiltsofvalour.ca



Request for Reimbursement

Please itemize and attach all original receipts. Complete a separate request form for each cheque required. Incomplete or incorrect forms may be returned for re-submission. Include Representative ID# for reimbursement from a local account.

Representative ID # ON63

Date	Vendor	Description	Amount	GST/HST	Total
19/02/10	Canada Post	50 – 1 st class stamps	\$42.50	\$5.52	\$48.02
19/02/10	Canada Post	Parcel for sending Hug Blocks to Coordinator	\$20.00	\$2.60	\$22.60
		Total	\$62.50	\$8.12	\$70.62

Explanation/Reason for purchase

Stamps will be used for thank you cards for donations.
 We had finished hug blocks dropped off at a recent quilt show.

Person/Organization to receive reimbursement: Daisy Doo
Date: 19/02/10

For Treasurer Use Only 2 nd Signature Initials	Reimbursement Requested By: Name: (Print) Daisy Doo
	Signature**
Address for cheque to be mailed to: 123 Main Street, Anytown, ON, H0H 0H0	** The claimant’s signature certifies that the expenditures were made on QOV – Canada business and are not being reimbursed from any other person or organization.

Submit completed form and supporting receipts to: Treasurer, Quilts of Valour – Canada, 2925 Otterson Drive, Ottawa, ON, K1A 7B2.

Receipt of funds

Reps receive funds from sales of valour bundles, patterns, trunk shows at quilt guilds, cash donations, sponsored quilt funds and other miscellaneous donations.

All funds raised by Regional Representatives and others must be deposited into the QOVC national bank account, at the Bank of Montreal; Account number 2532 8906-157. If funds are just cheques, they can be forwarded to the Treasurer for processing. To ensure that charitable receipts are provided and the funds raised are allocated to the correct region, please fill out the Report of Income Received form.

Report of Income Received (Blank form)

You can locate this word document by going to the “Docs” category in the shared drive. At the top there is a search area. Type in “Report of Income Received (Blank)” and enter. Before entering your information, download the form to your drive. This will provide you with privacy and will not overwrite the template.

Enter your Region and Group ID# in the area provided. Provide as many details regarding the funds raised as available. When charitable donation receipts are requested, please make sure that the address is legible. CRA requires the donor’s name, address and postal code for official receipts. Charitable Receipts will be completed and mailed once the donor’s cheque has cleared the bank. They will not be issued for purchase of patterns, Hug Blocks or other promotional materials.

Once the form is complete, scan your cheques and bank slip in PDF or JPG (PDF is preferred). Please provide a copy of the bank slip which indicates the date and place of the deposit.

Completed forms and scanned cheques can be emailed directly to the Treasurer@quiltsofvalour.ca or printed and a hard copy mailed to the address on the form. Be sure to include all documents.

If you have any questions, please email Treasurer@quiltsofvalour.ca



REPORT OF INCOME RECEIVED

Cheques should be made payable to Quilts of Valour – Canada Society. Attach cheques and mail completed form to the Treasurer. Include Representative ID# for tracking local fund raising activity. Be specific when completing the description column.

Representative ID# QC36

Date	Donor, Program or Event	Description	Amount	Receipt Yes/No
19/02/11-13	Quilt Show	Donations - cash	\$100.00	No
	Quilt Show	Sales – Hug Blocks	\$1,041.25	No
		Total	\$1,114.25	

Receipt Yes/No: Indicate if a Request Charitable Receipt has been made.

Note: You can deposit cash or cheques at your local Bank of Montreal to the credit of the Quilts of Valour – Canada Society. **Account #** 2532 8906-157 and attach deposit slip to the form.

Notes to Treasurer:
 Require receipt for donation in the amount of \$20 for Heather Olson, 1740 Queens Park Road, Gatineau, PQ, J9J 1V1. It was cash included in the \$100.00 amount.

For Treasurer Use Only:

Submit completed form to: Treasurer, Quilts of Valour – Canada, 2925 Otterson Drive, Ottawa, ON K1V 7B2.

Retain a copy for your records