



USATF San Diego-Imperial Association Budgetary Operating Policies

A. EXPENSE REIMBURSEMENT REQUESTS

1. Reimbursement requests shall be submitted to the Association Treasurer using the reimbursement form provided in Enclosure (1) along with applicable receipts or itemized invoices.
2. Reimbursement requests shall not be required for approved budget items and authorized expenses where advance funding is required to ensure event execution. In such case, receipts and invoices shall be provided within 30 days of event completion. In circumstances requiring advance funding, the Event Director or Association Chairperson shall communicate necessary time constraints to the Association Treasurer at least two weeks in advance to ensure payment is delivered on time.
3. Payment shall be issued for pre-approved budget items and authorized expenses within two weeks of receipt of the request. Payment receipts shall be provided via email upon request and every effort will be made to ensure payment is issued within three days of receipt.
4. Reimbursement requests shall be submitted no later than 30 days from completion of the event date or completion of travel. Reimbursement for requests made after the 30 day period may not be paid in full and will be evaluated by the Executive Board on a case by case basis for any extenuating circumstances.
5. Standard reimbursements will be issued via check made payable to the individual, Event Director, organization or traveler who incurs an authorized, reimbursable expense. USATF San Diego-Imperial Association will not make pre-payment, reservations or direct credit-card payments on behalf of any person(s) without the expressed permission of the Association President. Exceptions to this policy may be granted to allow credit card transactions for special circumstances or recurring bill payments, where required, provided the Chair person coordinates all necessary payment actions with the Association Treasurer in advance.
6. Reimbursement requests for any events held in November and December of each calendar year shall be submitted no later than December 15th to ensure accounting actions occur prior to balance sheet closeout, December 31st.

B. PAYMENTS MADE TO USATF SD-I

1. Funds owed to USATF SD-I shall be paid within 30 days of the event date.
2. Payments for routine membership applications, sanctions, and insurance certificates should be made online using the USATF.org website via credit card payment. All efforts shall be made by the Association to minimize local cash and check transactions for which the National office collects payment.

3. Any payments made to USATF SD-I for the expressed purpose of local processing which are required to be made by check shall be made payable to USATF San Diego-Imperial. Checks should not be made payable to any company or organization on behalf of the Association.

C. TRAVEL REIMBURSEMENT

1. In addition to the reimbursement policies listed above, travel expenses shall be reimbursed, in part or in full, at the Board approved maximum rates per the specific event. Where per diem or transportation rates may apply, USATF SD-I shall use the rate specified by the USATF National Accounting Office. Per diem and transportation (POV mileage) rates are subject to change on an annual basis.

D. CHECK ISSUE AND ACCEPTANCE

1. All issued checks by the Association are issued as business checks with a bank expiration of 6-months. Every effort should be made to cash checks immediately to ensure Association balance sheets remain timely and accurate. Checks not cashed within the tax year once accounting records have been closed and submitted to the IRS and CA Franchise Tax Board shall not be eligible for replacement without the expressed permission of the Executive Board. Notification of lost checks should be made to the Association Treasurer immediately and replacement may be authorized with the expressed permission of the Association President.
2. Checks may be accepted for local event payment at the discretion of the Event Director. For any individual or organization who bounces a check for funds owed to USATF SD-I, payment remittance must be made within two weeks and all associated bank fees will be added to the total owed USATF SD-I.
3. Payment by check will not be accepted from any individual or organization for all future Association events where bounced check payment remittance has not been made within 30 days. The Association Treasurer shall ensure Event Directors and the local USATF office administrator are made aware of any individuals or organizations where this policy may apply.

E. SEMI-ANNUAL AUDITS

1. The Association Treasurer shall conduct an audit of all accounts and provide detailed balance sheet reports to the Executive Board for Budget tracking purposes. Semi-annual audits shall include revenue tracking from memberships and sanctions to be conducted semi-annually, in March and September, to coincide with tax reporting and National Office fee submission deadlines.

F. SANCTION FEE REVIEW

1. The Executive Board and Sanction Chair shall review National and Local sanction fee levels, annually, no later than August of each calendar year (approximately 2-months prior to National Office fee-change deadlines). Sanction Fees shall be evaluated as part of the annual Budget Plan submission process.

G. BUDGET PLANS

1. Budget requests shall be submitted by each Chair in accordance with Enclosure (2) no later than October 1st for the following calendar year budget.
2. The Budget Committee consisting of the Executive Board and designated Chairs shall review all Budget request submissions no later than October 15th of each calendar year. Every effort will be made to present a balanced Budget Plan for Board approval at the November monthly meeting. Approved budgets shall be executed starting January 1st to December 31st of each calendar year.



USATF San Diego-Imperial Association Expense Report & Reimbursement Request Form

Please fill out the form data below for all expenses and send to the Treasurer per the guidance below (use a second page if necessary). Be sure to list the name of the person who will be listed for check reimbursement and attach any receipts. The USATF San Diego Treasurer will assign the applicable reimbursement receipt number and provide a copy of the receipt when funds are transferred and approved expenses are paid.

Description of Expense	Event Name	Qty	Unit Price	Total Price	Amount Paid
Total Cost					

Date of Request: _____
 Person submitting expense report (please print/type clearly): _____
 Name of person/organization to be reimbursed (name on check): _____
 Payment Method: SDUSATF OFFICE PICKUP MAILED CHECK OTHER (_____)
 If mailed payment, please provide desired mailing address (must match person submitting expense request): _____
 Is this a pre-approved annual budget item: YES NO I DON'T KNOW
 Are receipts attached: YES NO

Requests can be hand delivered to the USATF San Diego Treasurer at the monthly board meetings or submitted via email to: Treasurer@sandiego.usatf.org
 Please provide email address for return receipt following payment: _____

(To be filled out by USATF San Diego Treasurer/President)

USATF SD Treasurer Receipt Acknowledgement: _____ (Signature/Date)

Amount Paid: _____ Date Paid: _____ Check #: _____ Receipt #: _____



USATF San Diego-Imperial Association Event Budgeting & Accounting Form (One Form per Event*)

*one form can cover a race series if expenses are combined/shared by the series

Please fill out the accounting fields below for all planned events to be held in the calendar year and include this form with all 2017 Budget inputs and requests. The information in this form will be used by the Executive Committee to plan and evaluate 2017 Budget requests.

Event Name: _____

Event Date(s): _____

Event Date	Event Director	Itemized Expense Category (Officials, Timing, Awards, Prize Money, Lodging, etc)	Cost (\$)	Planned Revenue (\$)	Total Profit Generated (\$)	SDUSATF Requested Funds (\$)
			\$	\$	\$	\$
Total Amount of SDUSATF Funds Requested						\$

Date Submitted: _____

Name of Person Submitting Event Budgeting Form (please print/type clearly): _____

Associated SDUSATF Board Chair or Group: _____

For any profits generated for this event or series, please list any cash disbursements to be made to:

➤ SDUSATF: _____

➤ Organizations that receive profits/donations and the respective amounts:

Forms can be submitted via email to: Treasurer@sandiego.usatf.org