

## Special Olympics Ontario – Greater Durham Community Council

### September 30, 2013 FINANCIAL INFORMATION

#### Registration Fees

Registration fees for the programs were set at a review done by the SOO – Greater Durham Council this past summer. The fees were set based on an analysis performed from a review of prior year expenses. The analysis took into account the following expenses: facility cost, tournament costs (includes one tournament), equipment needs and awards.

#### Budgets

Each year a budget for your sport will need to be completed and submitted to the SOO - Greater Durham Council for approval. This budget will document the estimated # of Athletes, the Registration cost, any association fees, Facility and Cost associated with the use of said facility, any expected expenditures in relation to equipment purchases and finally, the estimated number of buses required for tournaments. Upon receipt of the budget, council will review the budget and approve or deny the expenditures relating to equipment and the number of requested buses for tournaments. This decision will be reported back to each sport and it will be the responsibility of the coach(es) to purchase any approved equipment expenditures and submit an expense report for reimbursement.

#### Funds to Deposit

All funds collected MUST be submitted to the Treasurer for deposit into the SOO – Greater Durham bank account. This includes but is not limited to: program registrations, tournament registrations and bus fees (if required), uniform purchases and social revenues. All funds should be provided to the Treasurer in a timely manner and not be held for more than 30 days. When submitting funds for deposit, include a list detailing from whom the funds were received, how much and for what purpose, ie. John Smith - \$30, Toronto Basketball Tournament. Cheques should be made out to ... S.O.O. – *Greater Durham*. Feel free to add your sport program in the Memo portion of the cheque.

#### Tournament Registration

All tournament registration fees must be paid via cheque issued by the Treasurer (NOT by cash). Please provide to the Treasurer all information required to issue a cheque for each tournament (Payee and amount) as soon as the amount is known. It is kindly requested that at least one week notification is given. If the registration fees are required to be mailed in advance, please provide adequate time.

#### Expense Approval

All expenses must be approved by council prior to the expense being incurred. For those expenses not approved in a sports budget, please contact the Treasurer (preferably in writing) detailing what the expense is for, why it is needed and the cost of the expense. The Treasurer will present this request at the next council meeting where a decision will be made. The Treasurer will advise you of this decision.

#### Expense Reimbursement

In order to be reimbursed for any approved expenses from SOO – Greater Durham, an expense claim form is to be completed. Attach to this form all receipts pertaining to the expenses on the form. Submit the form and all receipts to the Treasurer. The form can be found on the SOO – Greater Durham Community Council web site ([greaterdurham.specialolympics.ca](http://greaterdurham.specialolympics.ca)).