

# **Alpine Club of Canada – Rocky Mountain Section**

## **Expenditure Guidelines**

### **Capital Expenditures:**

As stated in the RMS Bylaws: 10.5.1. Any expenditure exceeding \$500 that is not balanced by approximately equivalent receipts must be approved by the Members at the Annual General Meeting or a Special General Meeting.

For several years, the RMS has had a policy of not purchasing capital equipment due to the difficulty of storing and maintaining such equipment. The 2007/2008 RMS Board reconfirmed that the section would no longer own capital equipment.

### **Guideline:**

- In the event of a need to purchase any capital equipment, the appropriate committee will discuss the proposal. If the committee agrees, the Chair of the committee will present a proposal to the RMS Executive Board for discussion. Such a proposal would include initial cost, storage process and maintenance costs.
- Upon an affirmative vote, the Executive Board will put forth a motion to purchase to the general membership. This motion must be publicized to the general membership at least 21 days prior to the Annual General Meeting or a Special General Meeting. A vote on this motion will be taken at this General Meeting.

### **Camp, Extended Trip or Special Program Management:**

As stated in the RMS Camp Managers Handbook:

- It is the Camp Manager's responsibility to prepare a comprehensive budget for the proposed camp or program. An Excel spreadsheet is available as a starting point for all Managers.
- The Camp Manager must submit a revenue/expense statement (including all original receipts) to the Treasurer within two (2) weeks of the completion of the camp. A copy of the revenue/expense statement and a camp report must also be submitted to the appropriate committee.

### **Guideline:**

- An Excel spreadsheet budget must be prepared by the Camp Manager prior to any camp. It will be reviewed and approved by the appropriate committee with a copy to the Treasurer. The Chair of that committee will report that budget to the RMS Executive Board at their next meeting.
- All budgets must follow the review process prior to the Treasurer issuing cheques for any camp expenses. Expenses not in the approved budget might not be approved or paid for by the RMS.
- A finalized revenue/expense statement (based on the approved budget) is required within two (2) weeks of the completion of any camp. In general, it is expected that a camp or special

program should generate sufficient revenue to cover ALL of its costs. A surplus in excess of \$50 per participant will be considered for a refund to the participants. The finalized statement (including all original receipts) must be submitted to the Treasurer, who will issue any necessary cheques. A summary report with a copy of the revenue/expense statement must be submitted to the appropriate committee.

- Any cheque request must be submitted to the Treasurer accompanied by a cheque request form along with ALL the appropriate original receipts. The cost for any item not justified by a receipt will not be reimbursed unless it was outlined in the approved budget, and was thus agreed to by the appropriate committee.
- Costs which will be reimbursed by the RMS will include only consumable expenses and not capital items.

### **Rope Replacement Subsidization Program:**

As the 2007/2008 RMS Board decided that the RMS would no longer own Section ropes, a Rope Replacement Program was established for leaders utilizing their personal ropes for RMS trips. The 2009/2010 RMS Board agreed that it was necessary to establish written guidelines.

#### **Guideline:**

##### 1) Regular rope wear

- A leader may apply for a Rope Replacement Subsidy no more than once every three (3) years.
- The leader must submit a rope log detailing the use of the rope since purchase (including the dates of use for RMS trips) to the RMS Chair with their request for rope replacement.
- The RMS Chair will review the rope log and correlate it to the following pro-rating formula: 30 RMS trip-days or more will receive full value subsidization, 20 RMS trip-days will receive 2/3 value subsidization, 10 RMS trip-days will receive 1/3 value subsidization.
- The RMS Chair will present the rope request and assessed subsidization for review by the RMS Executive Board at their next meeting.
- The replacement rope should be of similar type and quality of the rope being replaced.
- The leader must submit the original receipt for the replacement rope along with a completed cheque requisition form to the RMS Treasurer, who will process the refund.

##### 2) "Unusual circumstances"

- If a leader's rope is irreparably damaged during a RMS trip, camp or training session, through no fault of the leader, the leader may be reimbursed for up to the full cost of a similar replacement rope. This situation supersedes the 3 year limitation.
- The application process is the same as above except that the circumstances regarding the damage must be detailed to the RMS Chair.
- The percentage of the full cost that is to be reimbursed will be determined by the RMS Chair based upon the age of the rope and the number of days used for RMS and non-RMS trips up to the time of the damage.

### **Volunteer Incentive Program (VIP):**

This program was developed to encourage and assist RMS volunteers in pursuing their leadership and skill development.

#### **Guideline:**

- Applicants must be current, active RMS volunteers.
- Grant monies will be issued for educational courses that benefit 1) the section, and 2) the individual.
- There must be a commitment from the applicant to continue active involvement in the RMS.
- The course need not be leadership based but must enhance the volunteer's abilities in regard to contributing to the RMS.
- The applicant must contact the Chair of the VIP Committee in order to apply for a VIP grant. The committee will review each grant; the committee will present their recommendations to the RMS Executive Board for final approval.
- Applicants may apply for reimbursement of up to 50% of a course value, to a maximum of \$200 per person per fiscal year (applicant must submit a copy of the course receipt). Grant amounts may be prorated depending on the number of applicants and the RMS budget for VIP grants.

### **The North Face Leadership (TNF) Program:**

This leadership program is accessed through the ACC National. The RMS will reimburse 50% of the program cost.

#### **Guideline:**

- Applicants must be current, active RMS volunteers.
- There must be a commitment from the applicant to continue active involvement in the RMS.
- The applicant must apply through the ACC National for acceptance to TNF program as outlined on the ACC National website. In addition, they must contact the RMS Chair and Training and Leadership Chair in order to gain RMS section sanction to the ACC National.
- The applicant will contact the Chair of the VIP Committee in order to apply for a TNF grant. The committee will review each grant; the committee will present their recommendations to the RMS Executive Board for final approval.