



Title: **EXPENDITURE GUIDELINES**

Adopted: May 5, 2009

Revised: March 17, 2014, April 2019, September 2019

PURPOSE

The Purpose of this procedure is to provide guidelines for the administration of expenditures, including those relating to conferences, workshops and mileage.

BACKGROUND

1. The Bloorview School Authority is committed to transparent and accountable business practices.
2. This document provides guidelines related to expenditures below:

Section AConferences & Workshops
Section B Travel & Hospitality
Section C Travel Expense – Mileage
Section DEmployee Recognition/Gifts of Appreciation
Section E Request to Issue Payments
Section FCredit Card
Schedule A Responsibilities & Obligations of Credit Card Holders
Schedule B Merchant Category Groupings
Schedule C Expense Report
Section G Advertising
Section H Advocacy

3. These guidelines are based on widely accepted best practices and are reviewed and amended on an on-going basis in order to remain current and effective.

Section A: Conferences & Workshops

4. The guiding principle of this section is that plans for travel, meals, accommodation and hospitality support Board objectives and are done in the most economical and/or practical fashion.
5. Applicants shall be approved on the basis of their ability to benefit from the experience and share the benefits gained with their colleagues.
6. Conferences and workshops shall be approved subject to budget availability.
7. To the extent possible, staff members who have assumed leadership roles will be considered for support in their endeavours.
8. The staff member shall make application for conference participation at least two weeks in advance. The conference program detail must accompany the form.
9. Authorization is required subject to budget availability, total cost and location.

In and Out of Province:

Requires the approval of the Supervisory Officer for school staff and the Board Chair **plus Finance and Audit Chair** for the Supervisory Officer.

For procedures relating to Trustee attendance at Conferences/Workshops, refer to Procedure GOV #1

10. Authorized forms are to be returned to the applicant for reimbursement and to advise them of the approval.
11. Approved expenses include meals, registration, transportation, accommodation and reasonable incidental expenses depending upon the location of the conference and only when these expenses are not part of the conference fee.
12. A maximum per diem allowance for meals shall be **provided in accordance with the current rate as established and which is regularly updated**. Original, itemized receipts must be provided with claims for reimbursement of actual meal expenses. Alcohol will not be reimbursed.
13. Mileage shall be reimbursed at the approved rate. All other expenses supported by original receipts shall be fully reimbursed if reasonable and justifiable. Where a conference is attended in a foreign country, the per diem allowance and reimbursement of expenses will be converted to Canadian funds at the applicable foreign exchange rate.
14. Conference expense reimbursements will be charged to the appropriate GL account.

15. Registration fees are to be paid direct by the delegate and claimed for reimbursement on the Conference form at the completion of the conference. Pre-payment of registration fees may be made on an exception basis depending upon the cost of registration, and provided that sufficient advance notice is given.
16. Expenses supported by original receipts shall be fully reimbursed if reasonable and justifiable. Schedule C - Expense Report, Bloorview School Authority is to be completed for reimbursement.
17. Preference should be given to accommodation that provides specially negotiated rates (such as government rates), excluding suites. Otherwise, mid-range hotels are allowed, but optional charge such as room movie rentals, in-room bar and room service are excluded.
18. Transportation:
 - Economy Airfare.
 - Car – mileage reimbursed at the approved rate per kilometer to a maximum of the economy airfare.
 - Rental car – not covered.
 - Taxi – to and from airport.
 - Train – reimbursed to maximum of economy airfare.
19. Equal criteria will be established for allocation of Trustee professional development funds:
 - request screened through Finance and Audit Committee who will make a recommendation to the Board
 - equity among Bloorview School Authority Trustees
 - reflects the needs of the School
 - supports Vision/Mission of Bloorview School Authority
 - required to present to Bloorview School Authority Trustees
20. Trustees will submit a written application to Finance and Audit Committee along with conference documentation identifying how the conference relates to the established criteria under (7) above

Section B: Hospitality – Hosting Guests

21. Hospitality may be extended on behalf of the Board when:
 - a) Engaging representatives of government, the broader public sector, industry, public interest groups or unions in discussions on matters related to Board business;
 - b) Sponsoring formal conferences, honouring distinguished persons, and/or conducting prestigious ceremonies attended by heads of other public and/or private sector organizations;
 - c) Conducting staff meetings outside of regular business hours and/or hosting special events to celebrate significant milestones and accomplishments;
22. For reimbursement purposes, hosts must ensure that hospitality expenses are recorded, and records contain information for each function:
 - a. the circumstances;
 - b. the form of hospitality;
 - c. the cost supported by original receipts;
 - d. name and location of establishment;
 - e. number of attendees;
 - f. names of individuals entertained;
 - g. approval(s) by appropriate individuals.
23. Payment for alcoholic beverages using Board funds is **prohibited** at any hospitality event.

Section C: Travel Expense – Mileage

24. Automobile mileage claim may be made for authorized travel on board business to off site locations from your ordinary place of business.
25. The reimbursement amount per kilometre will be in accordance with the current rate as established and which is regularly updated. This covers the cost of fuel, depreciation, maintenance, insurance and all other costs associated with ownership of a personal vehicle.
26. The Board assumes no financial responsibility for privately owned vehicles other than paying the mileage reimbursement rate when used for Board business. Those driving a personal vehicle on Board business cannot make claims to the Board for damage as a result of a collision.
27. Any traffic or parking violations are the sole responsibility of the claimant and will not be reimbursed by the Board.

28. The employee shall prepare and submit the EXPENSE REPORT (Bloorview School Authority) to the Principal or Supervisory Officer for approval. Please see Schedule C. The applicant will provide documented details to support the claim, i.e., receipts and a description of the expense - who/what/where/why.
29. Trustees attending meetings or activities outside of regularly scheduled Board Meetings may submit an automobile mileage claim.

Section D: Employee Recognition/Gifts of Appreciation

30. No cash gifts or honoraria are allowed for any Board employee.
31. Gifts of appreciation, in appropriate gift certificates, or token gifts, are allowed for special circumstances.

Section E: Request to Issue Payments

32. A Purchase Requisition or Cheque Requisition Form is to be used for payments with the exception of credit card, Petty Cash Purchases, Payroll related and Conferences, which have their own processes. The vendor will be set up as a regular vendor, but will not have the ability to have purchase orders issued against it. The cheque requisition will be used for the following types of services and purchases but will not be limited to:
 - a) government payroll remittances, where ON-LINE payment service is not available;
 - b) payroll related benefit submission (i.e., W.S.I.B., Medavie Blue Cross, Pension etc.);
 - c) employee reimbursements (does not include conference, travel, mileage reimbursement or payment to permanent employees for work outside permanent positions);
 - d) membership dues etc.
 - e) fee-for-service – contractors etc
33. These guidelines are not to be used to replace or circumvent the regular purchasing policies and guidelines.
34. **NOTE:** The purchase of **travel gift certificates** using Board funds is **prohibited**.
35. Supplier vendor invoices do not require a cheque requisition form. On the invoice indicate appropriate GL Account Number. Invoices/expense reimbursement over \$1000 must be approved for payment by the school Supervisory Officer or Principal or designate. Invoices/expense reimbursement under \$1000 may be approved for payment by the Finance Officer.
36. In the case of the Supervisory Officer and Trustees, invoices/expenses must be approved for payment by the Board Chair or designate. In the case of the Board Chair, invoices/expenses must be approved for payment by the Chair of the Finance and Audit Committee or designate.

37. The employee responsible for the purchase shall prepare and submit the cheque requisition attached to the original supplier invoice (where applicable) to the Principal or Supervisory Officer or Designate for approval, indicating the appropriate GL Account.
38. The Cheque payment will be prepared by the Holland Bloorview Kids Rehab Finance Department. All cheques will be reviewed by the Supervisory Officer. All cheques up to \$1,000 will be signed using an automatic signature. For all cheques over \$1,000, any two of the Supervisory Officer, the Principal or the Senior Director of finance for the Holland Bloorview Kids Rehabilitation Hospital must co-sign. Any cheque issued to the Hospital itself must be co-signed by the Supervisory Officer and the Principal.

Section F: School Credit Card

39. Card Number - Each credit card will have a unique number, and will be issued in the name of the Board employee who has been authorized to use that card. The card is not transferable to any other employee, even if that other employee is also authorized to use a credit card on behalf of the Board. Only the person to whom the card is issued may use the card.
40. Programmed Limits - All purchases must be made within the limits of the school budget and all purchases are to be in accordance with Board Policies and Procedures. Credit card limits are set for each individual card and all limits include all taxes where applicable.
41. In addition to the programmed limits, Cardholders must **NOT** use the credit card in the following circumstances:
 - a) to purchase excluded goods and services specified by the Board;
 - b) to purchase alcoholic beverages (liquor, wine, beer);
 - c) to obtain cash advances;
 - d) to bypass Board purchasing policies and restrictions;
 - e) to place an order via cellular phone;
 - f) to make personal purchases. Personal purchases include, but are not limited to, gifts or acknowledgements for employees, and contributions to retirement events. Such expenses should be via contribution, a local social fund or individual collections.
 - g) to circumvent any Board Policy, Legislation or Budgetary control system;
42. Personal use could result in immediate cancellation of the **school credit** card and further disciplinary action as deemed necessary.

43. No Cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to a credit card. The vendor in all cases must issue a credit to the credit card.
44. Cardholder Agreement - The Cardholder shall agree to the responsibilities and restrictions in writing.
45. The liability for authorized use of a credit card rests with the Board, and not the individual Cardholder. The liability to the Board for the unauthorized use of a credit card following loss or theft of the card is limited to \$50.00. The Board is not liable for any unauthorized use of the card, which occurs after notification of loss, theft or cancellation has been received by the Card Issuer.
46. Cardholder(s) will be held liable for any misuse of a card, or willful disregard of policy or procedures, which result in fraud, collusion, or a loss of money. **Misuse of the card may result in disciplinary action.**
47. Purchases made outside Canada will be converted to Canadian funds at a rate established by the Card Issuer.
48. Approval of Expenditures - In general, the one-over-one approval principle is to be followed, e.g., expenditures and reimbursements must be approved by the immediate supervisor. Therefore, expenses associated with the school credit card in the name of the Supervisory Officer, must be approved by the Chair of the Board or Designate.
49. The Cardholder is responsible for:
 - a) staying within allotted budget;
 - b) adhering to all responsibilities and restrictions established for the credit card by the Board;
 - c) completing and submitting the Employee Acknowledgement of Responsibilities and Obligations form (Schedule A) to the Board Finance Department;
 - d) accounting for all credit card purchases with appropriate receipts and for resolving any discrepancies;
 - e) ensuring that the credit card, monthly statements and other documents bearing the card number are kept in a secure location with controlled access;
 - f) immediately notifying the Card Issuer of any loss or theft of the card;
 - g) informing the Card Issuer and the Board of card cancellation, changes in business address, department, or area of responsibility;
 - h) returning the card to the Board for cancellation, as appropriate;
 - i) keeping supporting documentation (i.e., credit card receipts and original sales invoices, credit notes, vendor notices, etc.) related to all purchases made with the credit card, for reconciliation, account verification and audit purposes;
 - j) where expenditures are of hospitality in nature, the receipts should indicate the name of individuals entertained and their roles, along with the purpose of the

hospitality

50. Requests for school credit cards are to be made through the Supervisory Officer
51. Issuance of credit cards will be made approximately 10 working days from the date that the card Issuer receives the application form.
52. Upon receipt of the credit card, the cardholder will sign the Employee Acknowledgement of Responsibilities form and the back of the card.
53. Cancellation of credit card - The Cardholder will discontinue use and return the card, cut in half, to the Board for cancellation:
 - when specifically requested to return the card by the Board.
 - upon termination of employment with the Board.
54. In the event of a lost or stolen credit card:
 - the Cardholder must immediately notify the Card Issuer of any loss or theft of the card
 - if the lost or stolen card should eventually be recovered or found, it must be cut in half and returned to the Board.
55. Change of Cardholder Name or Location - these changes are made as follows:
 - to change the Cardholder's location the change of address is expected to be made as soon as possible, to the Card Issuer
 - in the case of change in name, the cardholder's card must be cancelled and a new card must be issued in the new name.
56. To modify card limits:
 - the Cardholder must forward a request to the Board for approval. Any change request must be within the limits set by this policy.
 - if approved, the change to the card limits is expected to be made within three (3) working days from the date that the Card Issuer is notified.
57. Cardholders may make purchases by quoting the credit card number to vendors. This may be done by, facsimile, telephone, or in person. The Cardholder must ensure that:
 - records of purchases made with a credit card are retained by the Cardholder for reconciliation, account verification and audit purposes, (i.e., credit card receipts **and** original sales invoices, credit notes, vendor notices, etc.).
 - the appropriate provincial sales tax and Goods and Services Tax are paid where applicable.
 - for over-the-counter transactions, the Cardholder will certify that the goods have been received or the services have been rendered by signing the sales slip; when goods are shipped, the Cardholder must ensure that the shipment matches the order or sales slip.

- or telephone or facsimile orders, the Cardholder must request the vendor to submit a copy of the sales slip with the shipment.

58. Disputed charges are handled as follows:

- Items charged on monthly statements of accounts that do not accurately reflect the transactions made by the Cardholder (i.e., Card Issuer errors such as wrong amount, incorrect account number, multiple postings of the same item, etc.) are considered to be disputed items.
- The Cardholder must notify the Card Issuer immediately about disputed items noted under 4.8.1. Disputed items reported by Cardholders will be credited on the individual statement the following month (provided they are legitimate). The amount indicated on the statement is the amount, which will be paid to the Card Issuer.
- The Cardholder shall provide information and assistance to the Card Issuer to settle the disputed items, as required.
- If the questionable item is not a Card Issuer error (i.e., late delivery, defective goods, wrong price, quantity difference, returned goods, etc.), the matter must be settled directly with the vendor, by the Cardholder. Such matters must be drawn to the vendor's attention immediately so as to minimize the delay in obtaining a credit to the credit card account.

59. Credit card payments are processed as follows:

- The Card Issuer will provide one bill monthly to the Board, regardless of the number of cards used at the Board. The Board will pay the Card Issuer according to the payment terms.
- The Cardholder will receive monthly statements for verification of charges.
- Cardholders must attach receipts to the monthly statement and must state, when no detail, the purpose and confirm by signature that the credit card receipts match the monthly statement and that purchase is consistent with Board policies.

60. **All transactions are subject to both internal and external audit**, and supporting documents must be retained for six (6) years plus the current year. If any of the following documentation is requested for an audit and was not kept on file, the records will be obtained from the bank at school/department expense. The Supervisory Officer must ensure that the following documentation is retained in a secure location for audit purposes:

- a) the monthly statement from the Card Issuer, approved and signed by the Cardholder and Principal;
- b) a copy of all supporting documentation.

61. Refunds from Vendors - When merchandise is returned or other adjustments to accounts are necessary, credit notes will be issued by vendors. Such credits must be issued against the same credit card that the original transaction was charged to.

62. Card Renewal - Each credit card is issued for a period of approximately three (3) years starting with the month in which the card is issued. Cards will be automatically renewed unless the Board's Card Administrator or the Card Coordinator advises the Card Issuer otherwise.

Section G: Advertising and Advocacy

63. The Bloorview School Authority is committed to using advertising for the purposes of informing and educating the public, and creating awareness of education programs, services, issues, events and community activities of specific interest or benefit to students and families.
64. All advertising done using board funds, or funds raised under the auspices of the Board (e.g., government grants) must include an authorized version of the Board logo and the names of the Supervisory Officer and current chair of the Board.
65. Budget funds for advertising and advocacy needs of Bloorview School Authority, including web site design, development and maintenance will be discussed during annual budget deliberations.
66. Where consulting or other related services are required to affect advocacy initiatives of the Board, such services are subject to the Purchasing Policy competitive requirements and related approval processes.

SCHEDULE "A"

**ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS
OF HOLDERS OF SCHOOL CREDIT CARDS**

This document outlines the responsibilities I have as a holder of the Bloorview School Authority credit card. My signature indicates the following: a) I have read and understand the Credit Card Administrative Policies and Procedures, and all appendices, and agree to adhere to the policy and procedures established for the program; and (b) I have received the Bloorview School Authority credit card issued in my name.

1. The credit card is intended to facilitate the purchase and payment of low dollar value materials and services required to conduct business. **I cannot use the card for personal purposes** or for specific exclusions as per Schedule B.
2. Unauthorized use of the card can be considered misappropriation of funds. This could result in i) immediate and irrevocable forfeiture of the card and/or ii) any disciplinary action, which the Board may deem necessary.
3. I understand that the card must be surrendered upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as reorganization.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify the Card Issuer and the Card Administrator immediately.
5. The credit card is issued in my name. I will not allow any other person to use my card.
6. I understand that since the Board is responsible for payment, I may be periodically required to comply with internal control procedures designed to protect the organization's assets. This may include being asked to produce the credit card records for audit purposes.
7. I understand that I will receive a Cardholder monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contacting the Card Issuer, the supplier, or the Card Administrator as appropriate. I understand that I will be required to obtain a copy of the cash register receipt and/or packing slip, reconcile them with the monthly statement, and retain them for audit purposes.
8. I understand that all charges will be billed directly to and paid directly by the Board. I understand that the Card Issuer cannot accept payment from me directly.
9. I understand that the charges made against my card are automatically recorded against the appropriate General Ledger lines and corresponding budget as specified by the School Finance designate. I agree to charge only those purchases consistent with the type of materials and services authorized by the Bloorview School Authority.
10. Under no circumstances will the credit card be used to circumvent Board purchasing policies and restrictions.

Employee Signature: _____

Date: _____

Employee Name: _____
(Please Print CLEARLY)

Card #: _____

SCHEDULE "B"

MERCHANT CATEGORY CODE GROUPINGS

MCC GROUP	CATEGORY HEADING	EXAMPLES OF INCLUSIONS	SPECIFIC EXCLUSIONS
1	Airlines	Approved Conferences	All Other Category Excluded
2	Car Rentals		All Category Excluded
3	Hotels	Approved Conferences	All Other Category Excluded
4	Food	Fast Food, Variety Store, Supermarkets, Restaurants, as required, for approved functions	All alcoholic beverages (liquor, wine, beer)
5	Transportation	TTC Tickets, Charter buses, Ferry boats	Railroads, Travel Agencies, Steamships, Cruise Lines
6	Household / Shelter	Appliance Repairs, Canadian Tire, Building Stores	Pawn Shops, Antique Shops, Jewelry, Watches, Art Dealers, Flowers except for school functions
7	Entertainment & Recreation	Music Stores, Roy Thompson Hall, Skydome, Planetarium	Boats & Motor homes, Billiards, Bicycle Shops, Video Amusement, Betting
8	Automotive	Canadian Tire, Gas Stations	Car Dealers, Wrecking & Salvage, Auto Repairs
9	Direct Mail	Magazine Subscriptions	
10	Clothing	Team Uniforms, Costume Rentals	Clothing Stores, Furriers, Shoe Stores
11	Personal Shopping	Drug Stores	Laundry, Legal Services, Child Care, Religious Stores
12	Financial Services	Excluded	
13	Business Shopping	Stationary Suppliers, General Contractors, Window Cleaning	Local/Long Distance Moving & Storage, Telegraphs, Credit Agencies, Accounting Services
14	Health & Education	Other Boards of Education, University of Toronto Bookstore	Ambulance, Doctors, Dentists, Hospitals, Optical Goods
15	Government	Postage Stamps	Court Costs, Fines, Bail & Bonds, Tax Payments

