



REMUNERATION POLICY

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Responsible person:	Jo McDonald
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INTRODUCTION

Move Through Life Inc (“MTL”) obtains services from individuals on both a paid and un-paid basis. As a not-for-profit organization, MTL receives significant volunteer or in-kind support, and also engages paid contractors for a range of services including dance facilitation, administration etc. It is important that the arrangements for engagement and payment of individuals for their services are clearly communicated and understood, including the procedures to be followed for approval and reimbursement of expenses.

PURPOSE

The purpose of this policy is to provide guidance on arrangements for engagement and payment of individuals who provide services to MTL, including the approval and reimbursement of expenses.

SCOPE

This policy and procedure covers regular and guest contractors of MTL, as well as volunteers of MTL.

DEFINITIONS AND ACRONYMS

Activities

Any dance classes, workshops, promotional events, fundraising events, master classes, rehearsals and performances organised by MTL.

Contractors

Anyone engaged by MTL to deliver a service on a contract basis for payment (as either a regular or guest contractor).

Volunteers

Anyone providing services or assistance on a voluntary, un-paid or in-kind basis to MTL.

MTL

Move Through Life Inc and Move Through Life Dance Company

The Policy

The remuneration policy and procedure contained in this document, from time to time reviewed and approved by the MTL board

POLICY

Responsibilities

Board of MTL

- Approve the Policy and review annually
- Consult with stakeholders as to the relevance of and adherence to the Policy and amend the Policy as and when required

Director of MTL

- Circulate the Policy to Volunteers and Contractors and publish the Policy in a manner which is accessible to members of the general public
- Take reasonable steps to ensure the Policy is adhered to in all activities overseen by MTL, either directly or through delegated authority

Volunteers and Contractors

- Adhere to the guidelines and procedure outlined in the Policy
- Communicate the Policy to others if required
- Provide feedback to the Director or the Board of MTL on policy

MTL will reimburse its volunteers for expenses incurred by them on behalf of MTL or in the course of MTL business where the expenses are preapproved and reasonable.

MTL will pay its contractors for provision of services to MTL at the agreed rate and payment terms, on presentation of an invoice.

MTL may recognise significant in-kind contributions from individuals by the provision of discounted or complimentary classes, or tickets to MTL performances.

MTL will recognise the estimated value of in-kind/volunteer contributions in its Annual Report.

Procedure

Engagement of Contractors by MTL

The MTL Director is authorised to approve payments to the amount of \$1,500; amounts greater than this require Board Approval.

Before providing paid services to MTL, Contractors will be appointed through either a letter of engagement (guest contractors) or through a letter of casual employment (regular contractors) signed or authorized by the MTL Director.

The remuneration of the MTL Director will be agreed and reviewed regularly by the Board. Payments to all other individuals may be authorized at the discretion of the MTL Director where they are within the normal operating budget of MTL. Staff appointments outside the normal operating budget must be authorized by the Board.

Reimbursements of Expenses by MTL

The MTL Director is authorised to approve expenses to the amount of \$1,500; amounts greater than this require Board Approval.

All expenses must be authorized by the MTL Director. At the discretion of the Director, individual volunteers or contractors may be given a budget amount within which they can incur expenses without prior approval, however documentation must be provided for all expense claims as required by this procedure.

MTL will not provide reimbursement for the following expenses:

- Expenses claimed as a tax deduction.
- Expenses normally recoverable from a third party.
- Expenses that are not incurred for MTL business purposes.
- Late payment fees.
- Parking, traffic, or other fines and penalties.

Reimbursement of reasonable expenses incurred without pre approval may be authorized at the discretion of the MTL Director.

Advance payments may be authorised where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is not for whatever reason incurred then any advance payments made, or any unspent portion of such payments, must be returned.

Individuals incurring authorised expenditure must wherever possible receive and retain receipts, invoices, vouchers, tickets, or other evidence of such expenditure. Where such evidence is for any reason lacking statutory declarations may be sought.

Requests for reimbursement must be submitted to the MTL Director on the prescribed form, describing the nature and purpose of the expenses. The completed form must be signed by the applicant.

The MTL Director is responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are recorded against the accounts.

Claims that have not been properly prepared, authorized, or supported by adequate documentation may be returned to the claimant and reasons will be given for not processing the claim.

Recognition of In-Kind Contributions

The MTL Director is authorised to recognize significant in-kind or volunteer contributions through the provision of discounted or complimentary classes, or tickets to MTL performances.

REVIEW

The Policy will be reviewed annually by the MTL board and amended as appropriate.