

Prima Nota Inc. – Financial Procedure Policy

Purpose:

To outline the procedures for approving and reimbursing organisational expenses in a transparent, accountable, and equitable manner.

1. Expense Approval

- All expenses must be pre-approved by the committee, either at a scheduled meeting or via written resolution (e.g., email vote).
- No member may approve reimbursement of their own expenses without verification from another office bearer.

2. Reimbursement Process

To receive reimbursement:

1. Submit a completed Reimbursement Form to the Treasurer.
2. Attach receipts or tax invoices.
3. The Treasurer will review and present for approval at the next meeting (unless already pre-approved).
4. Payment will be made via bank transfer within 14 days of approval, subject to available funds. If funds are unavailable, the Treasurer will notify the committee and payment will be scheduled as soon as practicable.

3. Ineligible Expenses

Expenses not eligible for reimbursement include:

- Personal purchases unrelated to Prima Nota activities
- Expenses incurred without prior approval (unless ratified by the committee)
- Alcohol or entertainment unless directly tied to an approved event or grant

4. Record-Keeping

- The Treasurer will maintain a log of all approved and reimbursed expenses.
- All receipts, reimbursement forms, approvals, and financial reports will be stored in Prima Nota's official shared digital drive (e.g., Google Drive or OneDrive), accessible to the managing committee and other relevant Prima Nota Inc members for oversight and reporting purposes.

5. Review & Amendments

This policy will be reviewed annually or when major program changes occur.

Date of Adoption: 05/05/2025

Signed: Chairperson Nina Iouguina | Treasurer Alexei Yugin