



Alberta Federation of Shooting Sports

Yearly Reporting Timeline
Part B, C and D Forms
Expense Claims Information



Alberta Federation of Shooting Sports Yearly Timeline

March	<ul style="list-style-type: none"> • All Associations are required to send in the Affiliations fees (\$220.00) • Financial Report of their Association for previous year. • Copy of previous year Proof of Filing with the Societies Branch. • List of events occurring in current year. • Current year membership list. • Current year Board of Directors.
April	<ul style="list-style-type: none"> • Attend AGM in location as set by the Executive. • Provide Association Report – summary of year’s activity: a verbal report no more than three minutes may be presented during the meeting.
June or July	<ul style="list-style-type: none"> • Sports Questionnaire from Alberta Sport Recreation Parks and Wildlife Foundation sent out to all Associations. • Questionnaire to be returned as soon as possible to AFSS office so grant submission can be finalized and submitted for funding.
September	<ul style="list-style-type: none"> • Each Association must publish the grant guidelines to their members via newsletter or direct notice. • Association Members must be made aware of AFSS Grants.
October	<ul style="list-style-type: none"> • All Associations to attend Board Meeting held at a location to be determined by the Executive.

Grant Documentation

All necessary forms and information are in two parts. The grant document contains Part A and Part B. Part C and Part D are standardized, and are included in the Administration Grant document as well as this document.

Each Association is responsible to ensure that all athletes, coaches and officials have copies of the necessary documentation so the grant follow ups are complete and accurate.

The deadline for all Association grant submissions to the Federation office is December 1st of the current year.

All coaches/athletes/officials will fill out claim forms that are given to them by their specific Association and then will send their forms to the respective president who will evaluate the information. The President will sign off if acceptable and then assign the level of funding.

The president will then complete the association accounting list (PART D) which summarizes information from all of the coaches/athletes/officials for that specific grant.

The president also summarizes the coaches/athletes/official's PPAs (PART B) to one document per grant and submits that document to the Federation.

PART B and summarized PART D are to be sent to the Alberta Federation of Shooting Sports Office.

NOTE: if an association does not provide evidence that they have expended their Athlete Development grant (received in May), their grant for the following year will be reduced and the excess funds distributed to other member associations.

All coaching grants are meant for support of the NCCP Coaching Program.

Required year-end reporting forms are included below for all grants!



Alberta Federation of Shooting Sports

Part C – Individual Expense Claim Sheet

To be kept on file by the Member Association
 Original Receipts MUST be submitted before payment is made.
Deadline – November 15th to Member Association.

Grant Program Category: (check one only)	<input type="checkbox"/> Administration	<input type="checkbox"/> Junior Air
	<input type="checkbox"/> Athlete Development	<input type="checkbox"/> Leadership
	<input type="checkbox"/> High Performance	<input type="checkbox"/> Range Development
	<input type="checkbox"/> Hosting	<input type="checkbox"/> Technology

(check one only)	<input type="checkbox"/> Athlete	<input type="checkbox"/> Coach	<input type="checkbox"/> Official	<input type="checkbox"/> Other
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Recipient Information

Date of Claim:			
Name:		Daytime Phone#:	
Address:			
City:		Postal Code:	
Email Address:			
Alberta Health Care #(mandatory):			

Release Information

By signing this claim I understand that the following information is mandatory for each expense claim.

The information submitted is kept under the supervision of the Association and is required by the AFSS for auditing purposes.

1. Original Receipts (no photo copies, debit/credit card vouchers or cancelled cheques).
2. Airfare – Travel itinerary and original boarding passes for each competition.
3. Ground Travel – Mileage log, all ground travel is calculated from city to city.
4. Copy of the event/competition attended from January 1 – December 1 of the grant year.
5. Must be an Alberta Resident – Alberta Health Care # must be provided for Proof of Residency.
6. Claims received after December 1st are subject to a 25% penalty.

Recipient's Signature:

Date:

Association Information

Name of Association:			
President's Name:		Daytime Phone#:	
Address:			
City:		Postal Code:	
Email Address:			

President's Signature:

Date:

Amount approved by Association: \$



**Alberta Federation of Shooting Sports
Summary Sheet – Individual Expense Claims**

Name of Person: _____ **Page** ___ **of** ___

1	Name of Event:					
	Other:					
	City/Prov/State:					
	Point of Entry:			# Comp Days:		
	Mileage Cost:		Airfare:		Hotel:	
	Meals:				Other Expenses:	
					Total:	

Comments:

2	Name of Event:					
	Other:					
	City/Prov/State:					
	Point of Entry:			# Comp Days:		
	Mileage Cost:		Airfare:		Hotel:	
	Meals:				Other Expenses:	
					Total:	

Comments:

3	Name of Event:					
	Other:					
	City/Prov/State:					
	Point of Entry:			# Comp Days:		
	Mileage Cost:		Airfare:		Hotel:	
	Meals:				Other Expenses:	
					Total:	

Comments:

4	Name of Event:					
	Other:					
	City/Prov/State:					
	Point of Entry:			# Comp Days:		
	Mileage Cost:		Airfare:		Hotel:	
	Meals:				Other Expenses:	
					Total:	

Comments:



Alberta Federation of Shooting Sports

Part D: Association Grant Worksheet

(All Grants Including Administration)
Deadline Dec 1st of the grant year

All Claims must accompany the following:
Post Program Analysis (**PART B**)

Page ___ of ___

Association Name:	Date of Claim:
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Grant Program Category: (check one only)	<input type="checkbox"/> Administration <input type="checkbox"/> Athlete Development <input type="checkbox"/> High Performance <input type="checkbox"/> Hosting	<input type="checkbox"/> Junior Air <input type="checkbox"/> Leadership <input type="checkbox"/> Range Development <input type="checkbox"/> Technology
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	Recipient Name	Address	Amount of Claim	Amount Approved
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Totals:				

<input type="checkbox"/> President	<input type="checkbox"/> Treasurer:		Phone:	
Address:			Email:	
City:			Postal:	

Signature:	Date:
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Expense Claim Information Table

Deadline for Expense Claims
November 15th (for the year of the grant) to your Association's Executive.

Travel	<ul style="list-style-type: none"> • Ground travel calculated @ 50cents per KM for trips greater than 50KM one way. • When traveling by air submit itinerary and original boarding passes. • When claiming Airfare – Please submit original itinerary and boarding pass with baggage claim ticket for each event traveled.
Notes	<ul style="list-style-type: none"> • Original receipts to be submitted to the applicants Association. • Claimant should retain copy for his/her records. • The AFSS may request proof of expenditures at some point in the future..
Claims	<ul style="list-style-type: none"> • Use the proper expense claim sheets that were provided with the grant document. • If you do not have the proper claim sheets, download them from the AFSS website. Each grant has the claim sheets as a part of the document. • If you are not sure of an expense, contact your Association or the AFSS office. • Fill out the claim sheets accurately. Improperly filled out sheets will not be accepted for processing.

Expense Reporting for Athletes

Event Expenses	
Match Fees Original Receipts required or a letter to confirm attendance from the Match Director	Athletes claiming match fees must provide proof of attendance of any sanctioned/ registered match, submitting the original receipt from the match organizer.
Ammunition and Targets Original Receipts required	<ul style="list-style-type: none"> • Ammunition and CO2 and pellets expense is paid to athletes with legitimate original receipts. • Targets used during practices are allowable expenditures. All original receipts must be clearly identified.
Equipment and Equipment Maintenance Original Receipts required	<ul style="list-style-type: none"> • Shooting equipment including personal telescopes, timers/stop watches, scoring gauges, shooting glasses, specialized ear protection, shooting apparel. • General maintenance of equipment.

Expense Reporting for Athletes

Transportation and Travel Expenses

ALL reward programs (points earned from purchasing merchandise) are excluded from reimbursement but will pay applicable taxes when original receipts are submitted.

<p>Ground Travel</p> <p>Mileage Log required</p>	<p>Paid to athletes traveling to and from the practice site when traveling more than 50 km from city/town of departure</p>
<p>Airline Tickets - applies to National Competition Only</p> <p>Original Proof of Payment stating cost, Boarding Pass required</p>	<p>Travel assistance to athletes using airlines requires submission of the original receipt bearing amount paid and boarding pass.</p>
<p>Car Rental - applies to National Competition Only</p> <p>Original receipts required</p>	<p>Athletes renting a car may claim it as an expense, excluding fill ups and collision waiver insurance.</p>
<p>Parking - applies to National Competition Only</p> <p>Original receipts required</p>	<p>Includes parking on the day of the event. Airport parking excluded.</p>
<p>Meals - applies to Provincial/National Competition Only.</p> <p>Based on \$35.00 per day, excludes gratuity and liquor</p> <p>Does not require original receipts</p>	<ul style="list-style-type: none"> • Athletes claiming meals will be paid a per diem of Breakfast \$9.00, Lunch \$9.00 and Supper \$18.00 excluding gratuity and liquor. • Athletes traveling from home for association business shall not be entitled to make an expense claim for breakfast on the same day. • Athletes returning home prior to 1:15 p.m. shall not be entitled to make an expense claim for lunch. • Athletes returning home prior to 6:30 p.m. shall not be entitled to make an expense claim for supper. • Per diems will be paid one day prior to the event and one day after.
<p>Accommodations - applies to Provincial/National Competition Only.</p> <p>Original receipts required</p>	<ul style="list-style-type: none"> • Athletes using accommodations must submit original receipts with their expense claim. • Athletes electing to have single hotel occupancy, or other non-family persons who are not on authorized business, then only one half of the hotel expense may be reimbursed, excluding movie or video game rentals, internet hook ups, and room service. • Long distance calls will be reimbursed to a maximum of \$10.00. When using a cell phone original cell logs must be submitted clearly identifying the applicable transaction.

Expense Reporting for Coaches and Officials

Transportation and Travel Expenses	
Ground Travel Mileage Log Required	Paid to coaches/trainers or officials traveling to and from the event site when traveling more than 50 km from city/town of departure.
Airline Tickets - applies to National Competition Only Original Proof of Payment stating cost, Boarding Pass required	Travel assistance to officials/coaches using airlines requires submission of the original receipt bearing amount paid and boarding pass.

Event Expenses	
Equipment and Equipment Maintenance Prior approval needed by the Provincial Association or designate Original Receipts required	<ul style="list-style-type: none"> • Shooting equipment including personal telescopes, timers/stop watches, scoring gauges, shooting glasses, specialized ear protection, shooting apparel. • General maintenance of equipment.
Meals - applies to Provincial/National Competition Only. Based on \$35.00 per day, excludes gratuity and liquor Does not require original receipts	<ul style="list-style-type: none"> • Meals claimed will be on a per diem of Breakfast \$9.00, Lunch \$9.00 and Supper \$18.00 excluding gratuity and liquor. • Anyone traveling from home for association business shall not be entitled to make an expense claim for breakfast on the same day. • Anyone returning home prior to 1:15 p.m. shall not be entitled to make an expense claim for lunch. • Anyone returning home prior to 6:30 p.m. shall not be entitled to make an expense claim for supper. • Per diems will be paid one day prior to the event and one day after.
Other Applies to Provincial Coaches only Original Receipts required	Expenses such as stamps, stationary, long distance telephone calls (photocopies of phone bill is appropriate with all applicable calls clearly identified), facsimile, must be backed up by original receipts
Honorariums Must be approved by the Provincial Coaches.	<ul style="list-style-type: none"> • Coaches/trainers are entitled to honorariums for conducting training clinics within Alberta only at the rate of \$100.00 per day. • Officials Honorariums - Zone Matches \$50.00 Provincial Matches \$100.00, Nationals \$150.00
Coaches Tuition Must be approved by Association President Original Receipts required	Applies one coach per Zone and Provincial Coaches at approved nationally certified courses only (excluding National Team Coaches).