



Expenses Policy

Issue 1

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Date to be reviewed	
Signed, PCC Chairman	

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General Information

St Peter's Church PCC will reimburse employees and volunteers for reasonable expenses, *wholly, necessarily and exclusively incurred in connection with the running of the church*. Employees and volunteers should not be either financially disadvantaged or advantaged because of genuine expenses connected to the running of the church.

Employees and volunteers are responsible for the payment of all expenses they incur, except where St Peter's Church has direct settlement arrangements with suppliers in place.

Wherever possible, employees and volunteers should notify the Rector and Treasurer *before* purchase, detailing what is to be bought, and the proposed cost.

Wherever possible, employees and volunteers should seek to find the cheapest option, always mindful that the church is a charity, and not a business. If you are able to find a more cost effective solution by choosing NOT to order with a supplier with whom St Peter's Church has a direct settlement arrangement in place, you should first seek the authorisation of the Rector.

Reasonable expenses incurred on a routine basis, for example (but not exclusively limited to): printer inks, paper, coffee or candles, and not exceeding **£50** per month, will be paid without the need to seek authorisation from the Rector first. However, you should still inform the Rector and Treasurer what you have claimed each month by completing a general Expenses Claim Form (see Appendix A). Expenses cannot be paid without this.

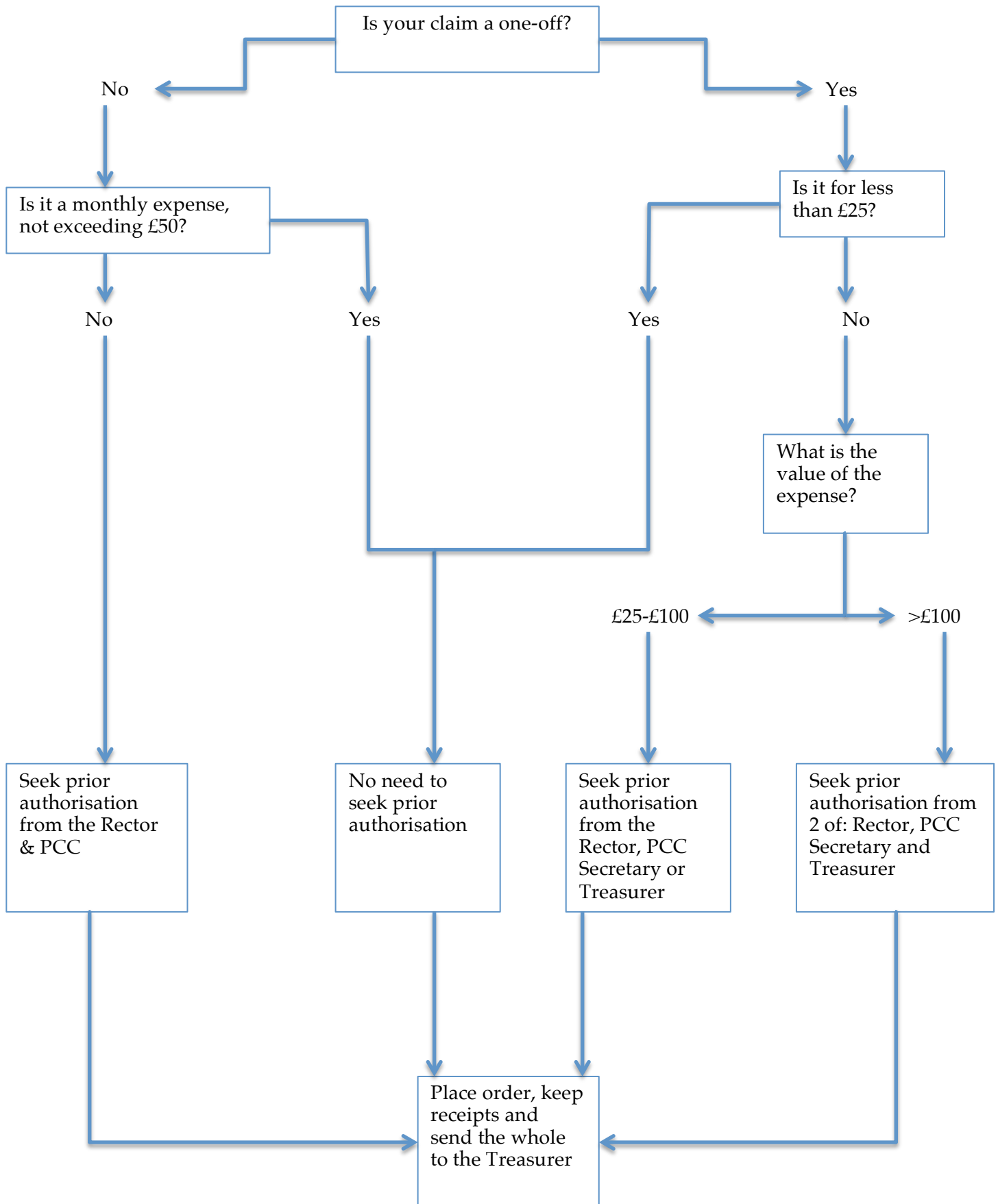
One-off expenses equal to or less than **£25** can be claimed without the prior authorisation of the Rector.

One-off expenses greater than **£25 and less than £100** should first be authorised by the Rector, Treasurer or PCC Secretary before any transaction is made.

One-off expenses greater than **£100** must first be authorised by two of the following: Rector, Treasurer and PCC Secretary.

St Peter's Church PCC has the right to refuse payment of expenses if all these conditions have not been met.

If you run a church group, you will be given a budget, which can be spent without referring to the PCC and Rector prior to purchase. Once purchased, the claim form and corresponding invoice(s) need to be sent for payment.



How to Claim your Expenses

- Complete the Expenses Claim Form in Appendix A of this document, using the appropriate categories to itemise all individual expenses. (These correspond to categories on the financial software so it is important to itemise expenses correctly.)
- *If claiming expenses before purchase (anything over £25, not a routine item and not coming out of your group's budget):*
 - Send an estimated amount by email to the Rector, PCC Secretary and Treasurer for authorisation.
- *If claiming expenses after purchase, keep all originals of your receipts.*
 - Where possible, email these to the Rector and Treasurer along with the claim form.
 - If this is not possible, print a copy of your claim form, attach all receipts and give these in the first instance to the Rector for authorisation.
- Ensure that you have filled in your name, date and the month for which you are claiming on the form and that you have signed it, either digitally or in hard copy.



General Expenses Claim Form

Claim for reimbursement of expenses incurred

by _____ in the month of _____ 20_____

Please attach receipts

DESCRIPTION	CODE	AMOUNT
Use of car _____ miles @ _____ per mile	35	
Parking charges	35	
Postage and personal stationery for church admin	42	
Books for church use	43	
Hospitality at church meetings or events	35	
Training (course fees / expenses)	35	
Office equipment and stationery for church	42	
Children's resources	38	
Musical resources	46	
Flowers	45	
Cleaning supplies: Coffee Shop / Church (<i>delete as applicable</i>)	40	
Fundraising costs	30	
Miscellaneous (<i>please detail</i>) _____ _____ _____ _____		
TOTAL		

Signed _____ (Claimant) _____ (date)

Signed _____ (Rector / PCC Secretary) _____ (date)

Signed _____ (PCC Treasurer) _____ (date)