

# **PAROCHIAL CHURCH COUNCIL OF SWANAGE**

## **EXPENSES POLICY**

### **Preamble**

This policy is written primarily with parish clergy in mind (including Ordained Local Ministers (OLMs)) but most of it is equally applicable to other clergy, deaconesses, lay workers and anyone on PCC authorised business. This could include for example the Book Keeper or Parish Secretary or a member of the congregation being sponsored for ministerial training.

Expenses must be necessary, reasonable and justifiable. The PCC Treasurer will administer expense claims ensuring claims are fair, reasonable and consistent with this policy.

### **Principles**

1. The PCC will be guided by general Church of England/ Salisbury Diocese guidelines on what parochial expenses of clergy are refundable by the PCC.
2. The PCC aims to pay all reasonable expenses necessarily incurred in the undertaking of the role.
3. The funds to pay any church expenditure, such as expenses, have been provided, in the main, through the generous donations of members of the congregation.
4. Whilst some roles (e.g. vergers) are recompensed, the vast majority of work in the church is undertaken by volunteers who are not paid and do not claim expenses for the work they do.
5. Given the above, the clergy, and everyone else, should take all reasonable steps to minimise expenses.

### **Details**

#### **1) Use of Private Vehicles**

- a) Before undertaking journeys by car, other means of transport should be considered including walking and cycling.
- b) Private car use will be reimbursed at the authorised rate (currently 45p per mile - September 2012)
- c) Where clergy use their own cars for official purposes, it is essential that all journeys are logged so that the expense incurred can be properly claimed. Clarification of journeys that are 'official' include journeys to and from:
  - i. Parishioners and churches in the care of the cleric
  - ii. Church meetings within the parish, deanery and diocese where such expenses are not claimed from another source
  - iii. Public cemeteries and crematoria (unless separate provision is made for these journeys by the funeral director)
  - iv. Hospitals for the purpose of visiting sick parishioners
  - v. Approved training or Continuing Ministerial Development courses
- d) For travel outside the diocese the Public Transport Rate of 30p per mile becomes applicable when a car is used in preference to available public transport.
- e) Essential car parking charges will be refunded and a ticket or a receipt should be produced. Ferry charges will be paid when the cost is less than the mileage saved.

- f) Where it is cheaper to travel by Public Transport that is the rate/amount that will be reimbursed.

## 2) Rail

- a) First Class travel may only be used when it is cheaper than second class travel  
 b) When booking/purchasing tickets the most cost effective options should be considered. This includes web bookings/purchases, booking as early in advance as possible and travelling off-peak as these will usually result in price savings.

## 3) General expenses

- a) **Robes:** As robes are necessary for the performance of the clergy's official duties the full cost of cleaning and repairing all robes used will be met once per year maximum.
- b) **Photocopying:** Small quantities at cost.(<50) Larger quantities should be handled by the Parish Office and costs submitted via the Churchwardens to the PCC Treasurer.
- c) **Postage:** At cost.
- d) **Printing:** All printing should be organised by the Parish Secretary. Costs will be met from General Funds. Other printing costs will not be reimbursed unless approved in advance by the Churchwardens and treasurer.
- e) **Stationery:** General office stationery and printer consumables should, when possible, be ordered and purchased through the Parish Office. Otherwise, items can be claimed for (with receipts) at cost.
- 4) Whilst it is not possible to be prescriptive about this the PCC will pay the following up to the limits shown below. This list may be added to over the course of time.

Item	Rate
Home telephone	up to £25 per month
Home broadband	up to £15 per month
Mobile phone	Up to £20 per month
Landline/mobile phone/broadband package	up to £60 per month
Car mileage	45p per mile
Meals incurred if on church business away from Purbeck:	
Breakfast	up to £5
Lunch	up to £10
Dinner	up to £20
Accommodation if on church business away from Purbeck	cost to be agreed in advance
Attendance (including accommodation) at one conference or retreat per year plus travel costs within the Diocese of Salisbury	up to £200
Subscriptions (e.g. Church Times)	cost to be agreed in advance

- 5) The PCC will not normally pay:
  - a. the cost of any meals, drinks at restaurants etc. within the Purbeck area
  - b. the cost of meals for anyone other than the claimant.
- 6) It is appreciated that the clergy can be involved in providing hospitality to a range of people. However, wherever possible these costs should be shared e.g. if there are refreshments at regular meetings the costs should be shared (or rotated) between attendees; or where there are visiting speakers or clergy it should not fall primarily on the clergy to provide hospitality to these visitors.

## **7) Activities not covered by this policy**

- a) Expenses incurred as a result of activities carried out for business not associated with the Team Ministry will not be re-imbursed under this policy. This includes work undertaken for the Salisbury Diocese
- b) Capital items such as furniture and equipment.
- c) Church sundries such as wine and wafers which should be ordered via the Parish Office.

## **8) To make an expenses claim:**

- a) Complete an expenses claim form, available from the Book Keeper or Parish Treasurer.
- b) Expenses can be submitted by email with scanned receipts.
- c) Ensure bank details are completed, as instructed on the form, for electronic payments or tick the box for payment by cheque, making sure address details are given.
- d) Sign the form.
- e) Attach original full receipts. For mileage claims details of the journey should be recorded.
- f) Submit via an appropriate churchwarden to the PCC Treasurer.

**Claims ideally should be submitted within the month following that in which the expenses are incurred and at any rate no later than three months of the expense being incurred. No reimbursement will be made for expenses which have remained unclaimed for more than three months.**

**PCC of Swanage  
Charity Registration Number 1134114**

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**Adopted by the PCC on: 19<sup>th</sup> March 2019  
Updated and approved by the PCC: 16<sup>th</sup> March 2021**

**Dates for Review:  
1<sup>st</sup> review - June 2020 - actual review March 2021  
2<sup>nd</sup> review – March 2022**