

PAROCHIAL CHURCH COUNCIL (PCC) OF SWANAGE**EXPENSES POLICY****Preamble**

This policy is written primarily with parish clergy in mind but most of it is equally applicable to other clergy and lay workers and anyone on PCC authorised business.

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).
- 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:
 1. Parishioners and churches in the care of the cleric
 2. Church meetings within the parish, deanery and diocese where such expenses are not claimed from another source
 3. Cemeteries and crematoria (unless separate provision is made for these journeys by the funeral director)
 4. Hospitals for the purpose of visiting sick parishioners
 5. Approved training or Continuing Ministerial Development courses
- d. For travel **outside a limit of approximately 50 miles**, it should be considered whether it is more economical to travel by public transport. Where it is cheaper to travel by public transport, that is the amount that will be reimbursed.
- e. Essential car parking charges will be refunded and a ticket or receipt should be produced. Ferry charges will be paid when the cost is less than the mileage saved.

2) Rail.

- a. First Class travel may only be used when it is cheaper than standard class travel.
- b. When booking /purchasing tickets the most cost-effective options should be considered, including booking as far in advance as possible and, when possible, being flexible about the time of travel if a cheaper ticket is available.
- c. Tickets/receipts should be provided for rail journeys undertaken.

3) Stationery/Printing/Photocopying.

- a. General office stationery and printer consumables should, where possible, be ordered and purchased through the Parish Office. Otherwise, items can be claimed for (with receipts) at cost.
- b. Postage: at cost.
- c. Photocopying: Small quantities (<50) on church business, will be reimbursed at 10p per sheet. Private photocopying carried out on Parish Office photocopiers will be charged at 10p per sheet.
- d. Printing: All printing should be organized by the Parish Secretary. Costs will be met from church funds. Printing submitted by those other than clergy (or on behalf of clergy) should be approved in advance by churchwardens or the treasurer.

- 4) **Robes:** The full cost of cleaning and repairing all robes for the performance of the clergy's official duties will be met once per year maximum.

5) Other expenses:

The PCC will pay the following up to the limits shown below.

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/broadband package	Up to £60 per month
Meals incurred on church business	
Breakfast	Up to £5
Lunch	Up to £10
Dinner	Up to £20
Accommodation if away from Swanage on church business	Cost to be agreed in advance.
Subscriptions (e.g. Church Times)	Cost to be agreed in advance.
Attendance (including accommodation) at one conference or retreat per year	Up to £200

6) Hospitality:

- a) The PCC will not normally pay the cost of meals or accommodation for anyone other than the claimant.
- b) It is appreciated that the clergy can be involved in providing hospitality to a range of people. However, when 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 when 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 reimbursed under this policy. This includes work undertaken for 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.
- b) Attach original full receipts. For mileage claims, details of the journey should be recorded.
- c) Sign and submit to the Book Keeper or, if this policy requires there to be approval, to the treasurer or to a churchwarden.
- d) Expenses can be submitted by email with scanned receipts.

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 since the expense was incurred. Any expenses unclaimed after three months will not be reimbursed. It will help with the end of year procedure if claims due in the later months of the year are made as early as possible before the last day of December.

(This Policy replaces the policy adopted by the PCC on: 16th March 2021)

This Policy was adopted by the PCC on 13th September 2022

Dates for Review of the policy:

- 1. September 2023**

**PCC of Swanage
Charity Registration Number 1134114**