

Expenses Policy and Procedure

AIMS

1. Lincoln South Methodist Circuit (LSMC) aims to ensure that paid staff, ministers and volunteers are not out of pocket due to the activities undertaken on LSMC's behalf.

PRINCIPLES

1. To provide clear, transparent and auditable expenses claims and accounting processes for accurate financial accounting and monitoring purposes.
2. To understand the true and accurate running costs of LSMC.
3. Some ministers and volunteers choose to fund some or all of their own expenses. However, in order that we can monitor and track our full costs, we ask all to submit claims for their total expenses. Claimants can then choose if they wish to reimburse LSMC as a donation potentially attracting Gift Aid
4. All expenses claimed must have been wholly exclusively and necessarily incurred for the benefit of the circuit.

PROCEDURE

1. All expenses are to be incurred on a value for money basis.
2. Expense claim forms are available from the circuit administrator. To make a claim, all parts of the form must be completed with original receipts attached. There is no need to include fuel receipts.
3. The completed claim form and receipts are to be submitted to the circuit treasurer at the end of each quarter (i.e. November, February, May and August), for authorisation.
4. Car mileage is currently paid at 45 pence a mile for the first 10,000 miles in a tax year. Additional miles are paid at 25 pence a mile. If passengers are carried 5 pence per passenger per mile is paid. This is for car journeys from home to meeting to do with work. For paid staff this does not include journeys from home to the office.
5. Car parking and public transport costs will be reimbursed in full providing receipts are attached to expenses claim forms.
6. It is expected that paid staff, ministers and volunteers will provide their own refreshments and meals, however, attendance at meetings involving

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expenditure on refreshments and/or meals will be reimbursed in full. The cost of alcoholic drinks will not be reimbursed.

7. Telephone and internet call costs will be reimbursed to paid staff, circuit stewards and volunteers on provision of itemised bills with the relevant calls highlighted.
8. Small cost items such as printer ink, stationery and postage purchased by ministers, paid staff and volunteers will be reimbursed in full providing receipts are attached to expenses claim forms.

AUTHORITY LIMITS FOR EXPENSES INCLUDING MANSE UPKEEP :-

Circuit treasurer – Up to £500

Circuit treasurer with circuit steward - £501 to £1,000

Circuit leadership team - £1,001 to £5,000 per manse per annum

Over £5,000 per manse per annum – circuit meeting.

For manse expenses over £501 authority must be given in writing before work takes place.

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