

## **GUIDELINES ON EXPENSE ALLOWANCE FOR COUNTY APPOINTMENT HOLDERS**

Expense claims must be made at the level of the appointment and as appropriate to the role being undertaken.

Each County appointment holder may claim expenses only in the course of their County tasks. If County asks you to go somewhere to represent the County then the claim would be to County.

If you are attending as a representative of the Division or District the same form may be used but the claim should be made to the Division or District.

Division Advisers should be claiming their expenses from the Division.

The guidance on expenses to claim should apply to Divisions and Districts. The leader at a Division meeting is representing her Unit or the Commissioner is representing her District.

Districts and Divisions can set their own rates for claiming but it can get confusing if different rates are used.

### **Transport Costs**

Public transport costs will be reimbursed. Obtain receipt or keep ticket, where possible.

Mileage at 40 pence per mile may be claimed from County when travelling on specific County business e.g. Advisers travelling to a County Team Meeting may submit a claim to County. Details of journeys must be shown.

If the cost is incurred while travelling to a meeting to do with a specific County event then any claim must be made against that event.

Claims may not be made for optional events e.g. County AGM/attending events by choice.

### **Postage**

Second Class post is to be used in normal circumstances.

'Mail shots' are generally not an acceptable way of working. Information about events should be sent by email and/or to the Editor of Forum in time for an issue that gives plenty of 'lead in' time for any event. County Meetings should also be used for the distribution of information/flyers wherever possible.

If you are inviting Leaders to book into an event that requires further information being sent to them, then an sae should be requested on the initial application form.

### **Telephone Calls**

Telephone calls are reimbursed at 15p per call, regardless of length. Long distance calls may be listed and costed separately.

### **Stationery, Photocopying, Printing**

Costs will be reimbursed where receipts are attached to claims.

### **County Events**

Budgets must be sent to the County Treasurer at least 6 weeks before the event. Estimated numbers and expenditure must be shown, with costs set accordingly for the event to be self-

financing. In some circumstances a Leader attending a residential event and not participating in specific activities that incur a cost, may be required to pay only their accommodation and food costs, but this must be clearly shown in the budget.

Budgets are a guide to ensure that finances are prudently controlled. If it seems likely that an event might sustain a financial loss early notification to, and discussion with, the County Treasurer is essential. County will not look favourably on requests to subsidise events where it has not seen a budget in advance.

A reasonable non-returnable deposit must be set in advance.

All cheques for County events must be made payable to "Middlesex East Guides" and sent promptly to the County Treasurer.

Accounts for an event, clearly showing income and expenditure, must be submitted to the Treasurer within 4 weeks of the event.

### **General Information**

Trustees have an obligation to make sure that all funds are spent wisely, and these Guidelines are an attempt to clarify what may or may not be subject of an expenses claim.

Costs incurred in respect of a particular event should be claimed against that event. Visits to units made at the request of the Unit Guider should be charged to that Unit.

In general, all costs should have been provided for in advance of any claim. Any difference between budget and claim should be explained

Claims for expenses will normally be settled within 2 weeks of their receipt. On no account will cheques be pre-signed or post dated.

### **Not claiming expenses**

Although it is the Guiding principal that all costs can and should be claimed, it is the leader's responsibility to provide the finances and if she feels she cannot increase subscriptions in her area then she would need to fundraise to provide the extra funds to cover the costs.

Some members may not wish to claim or may wish to 'donate' their expenses. The County is grateful to those who can do this but also recognises that not everyone can, and there is no expectation for them to do so. However, if this is the case, It is important to first make a claim for expenses and then donate them back with a Gift Aid form. This is more beneficial to the County and also, by claiming them, we have a more realistic idea of how much we need to budget each year for expenses.

Claims should be submitted to the County Treasurer for a period not exceeding 6 months. Forms are available from the County Treasurer or from the website [www.ggme.co.uk](http://www.ggme.co.uk) .

General guidelines inevitably do not cover each and every eventuality. If you would like further clarification or assistance with a claim please contact Iris Prince (County Treasurer) **before** submitting a claim at [i.prince579@btinternet.com](mailto:i.prince579@btinternet.com)

So it is common for leaders not to claim mileage for their regular meetings but they should certainly be encouraged to be claiming for all other costs when you review the accounts annually. We do not want to lose volunteers because they cannot afford the costs of Guiding.

## MIDDLESEX EAST GUIDES - EXPENSES CLAIM FORM

Name ..... Period of claim .....  
 (6 months or more frequently)

Address.....

Reason for Claim e.g. County tasks /specific event.....

Cheque to be made payable to .....or payment online to be made to:

Bank:.....Name:.....SortCode:.....Acct No:.....

Transport to/from	Cost/number of miles	Receipts, if possible please	£ Amount	£ Total
				£
<hr/>				
Postage	No. of stamps	Rate		
				£
<hr/>				
Telephone – no. of calls	Rate	Long Distance		
				£
<hr/>				
Stationery/Copying Description	Event	Receipts please		
				£
<hr/>				
Sundries Description	Receipts please			
				£

<b>Total amount claimed</b>		£
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Signed..... Date .....

Send form to County Treasurer: Iris Prince, 23 Grove Crescent, London, NW9 0LS. Tel: 020 8200 7579