

THE CENTRAL COUNCIL OF CHURCH
BELL RINGERS

Registered Charity No 270036

Guidance on claiming expenses

In acknowledging the great commitment that we, as church bell ringers, demonstrate by keeping our church bells ringing regularly Sunday by Sunday, bell ringing is a hobby. In exchange for our contribution to the life of the Church we are able to enjoy ringing at other times, for instance practices, meetings, quarter peals and peals, usually for no more than a small donation to tower funds.

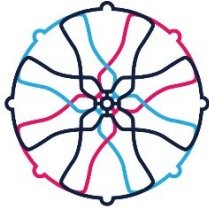
Many ringers also contribute to the organisation of ringing, by accepting office at tower, district (or branch), and society (or association or guild) level. We do this, usually with no more than possible reimbursement for secretarial expenses such as postage or phone calls, for our love of the Exercise.

Indeed, as in other voluntary organisations, most societies would quickly become insolvent if their officials sought to recover in full the expenses they incur in the performance of their duties.

The same is true of Council related activities. If all working on Council related activities routinely claimed the expenses of attending meetings etc., then either the fees collected from affiliated societies would have to rise substantially or the activities of the Council would have to be curtailed in the absence of other income sources.

However the Council would not want its activities to be deprived of the expertise of someone who could not afford the expenses incurred. Accordingly the Treasurer will meet claims for expenses on relevant activities from those working on Council related activities, subject to the following criteria:

1. The workgroup should include the amount expected to be claimed on workgroup expenses in their estimate of workgroup expenditure for the following year provided to the Treasurer in September. The total forecast expenditure will then be reviewed by the Executive at the October meeting. Potential expenses outside of previous estimates or workgroup activities should be reviewed in advance by the Treasurer before being incurred.
2. Travel by train in connection with Council related activity should normally claim standard class travel and should take full advantage of the various economies available by travelling off-peak and booking in advance.
3. Travel by car may be claimed at 20 pence per mile and transport should be shared whenever possible.
4. An itemised claim, using the CCCBR expenses form, (with any vouchers) for expenses should be submitted to the appropriate workgroup leader or appropriate Executive member for any expenses not attributable to a workgroup, who will authorise the expenditure and forward to the Treasurer for payment. Claims relating to the Executive can be forwarded directly to the Treasurer. Expense claims and authorisation by email are encouraged.
5. All claims for expenses should be submitted to the Treasurer within one month



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of the end of the accounting period, which ends on 31 December, to which they relate. Claims submitted after this date may be refused.

6. Only in exceptional circumstances should taxi fares, accommodation or meals need to be claimed.

7. If at all possible, activities should be undertaken by electronic means (e.g. Skype, telephone, email) to reduce the need to travel and incur related expenditure.

8. Representative members attending the annual meeting should look to their Guild / Association for possible reimbursement of relevant expenditure and not the Council.

Please note that this guidance is simply to ensure that when expenses are paid they are at consistent rates, transparent and accounted for in a timely manner.

The Council Executive
Reviewed June 2018_final

Approved by the Council Executive 1 July 2018