

KCACR Expenses Policy

All expenses under any of the following sections must be claimed before the end of the Financial Year (31st December) in which the expenditure occurred.

The appropriate Expenses Form must be used.

Travel Expenses

KCACR will, if asked, pay reasonable travel expenses to elected Officers (Chairman, General Secretary, Treasurer, Bell Restoration Officer, Training Officer, Safeguarding Officer) and other representatives attending the Association business meetings listed below.

- General Committee Meetings
- Annual District Meetings (Elected Officers only, attending ADMs in Districts other than their own)
- Meetings of teams or Committees/sub-groups constituted by the General Committee

Elected Officers may also claim reimbursement for other travel on Association business required to carry out the duties of the role to which they have been elected (this list is not necessarily exhaustive):

- Training events (Training Officer plus volunteers)
- Safeguarding training and dealing with safeguarding issues (Safeguarding Officer)
- Travel whilst representing the Association will be at the discretion of the Principal Officers and should be agreed in advance.

Travel to social events and practices or on outings cannot be claimed.

Travel will be reimbursed provided that:

- An Expenses Form is completed (available from the Treasurer or the KCACR website)
- Expenditure is evidenced wherever possible by original receipts (train/bus fares etc.)
- Car mileage claims are based on the current rate agreed by the General Committee (currently 25p/mile)
- Reimbursement will be by cheque or electronic bank transfer
- Payments in cash will not normally be made
- Parking costs will not normally be paid.

CCCBR Annual Meeting

Travel to the annual meeting of the Council will be reimbursed for the 5 elected CCCBR representatives only.

Mileage rates on a return journey:

- Any round trip up to 100 miles at 25p/mile
- On a longer round trip, the first 100 miles will be reimbursed at 25p/mile, and all mileage over 100 miles will be reimbursed at 15p/mile.

Train, coach or air fares may be claimed and must be evidenced by a receipt. Train and air travel must be 2nd class/economy class.

If the venue of the meeting is more than 100 miles from home (by the shortest route), and the start time of the meeting/event is before 10am, budget overnight accommodation and breakfast may be claimed at cost, to a maximum of £100, for the night before the start of the meeting. This must be supported by a receipt.

Accommodation on the evening after meeting has ended may only be claimed if the venue of the meeting is more than 100 miles from home by the shortest route.

Parking overnight and at the meeting venue may be claimed.

Drinks, lunch and dinner are the responsibility of the representative and may not be claimed from the Association.

Training Courses

The cost of Association or District training courses (excluding catering) may be met from the Association Training Fund including out of pocket expenses as defined below.

If any individual Officer or Member of the Association is asked to organise a training course for a specific tower or group of people, or to attend practices regularly to assist with progress, the tutor/helper should enter into a private agreement with the tower and ringers involved if reimbursement is desired.

Officers (including District Officers and General Committee) Expenses

Secretarial expenses (such as bulk copying, paper, printer ink, envelopes and postage) may be claimed from the Treasurer on production of relevant receipts.

Production and postal distribution costs for newsletters and event publicity may also be claimed by submitting the relevant receipts to the Treasurer, or by asking the supplier to submit the invoice directly to the Treasurer for direct payment. Use of email and the KCACR website is actively encouraged to minimise these expenses.

Association Social Events

The price of the event ticket should be set to recover the cost of the event expenses as a minimum.

If supplier payment is required in advance of tickets being sold (e.g. hall hire, band/music, food orders, equipment hire, copying and printing), these costs may be claimed from the Treasurer in advance of the event on production of a receipt, or an invoice sent to the Treasurer for direct payment to the supplier.

Costs incurred for the AGM for hall and equipment hire, copying and printing will be paid by the Association. These costs may be claimed from the Treasurer on completion of the Association Event Form

All ticket monies should be given to the Treasurer for banking or should be paid directly into the Association bank account. Expenses should be paid from ticket receipts only with the prior agreement of the Treasurer.

120 Clubs

The treatment of expenses incurred in running 120 Clubs, including prizes, is not subject to this policy. 120 Clubs operate within their own Guidelines at [Microsoft Word - KCACR 120 Club Guidelines 2021.docx](#)

Bell Restoration Officer

The Bell Restoration Officer may claim reimbursement for the travel required to carry out a bell or tower inspection only where the tower in question has 3 or more bells or is actively seeking to augment the bells to at least 3

Such expenses will be paid from the general funds of the Association and not from the Association Bell Restoration Fund.

Where expenses for the Bell Restoration Team (“Heavy Gang”) are required the Bell Restoration Officer will produce an estimate of costs to agree with the principal officers before the work is undertaken. Bell Restoration work is an Association expense so any reimbursement of expenses should be paid from the General Fund.

Kent Young Ringers Fund

The adult organiser(s) of a Kent Young Ringers event or practice may claim the following expenses from this fund:

- Mileage to/from practices, at the rate of 25p/mile.
- Refreshment/catering costs
- Tower donations

It is not expected that young ringers attending Kent Young Ringer events should have to pay towards the expenses above.

If Kent Young Ringers are entered in Regional or National Competitions, then the following additional expenses may be claimed:

- Competition entry fees
- Travel to the competition and accommodation/breakfast for the competition Team Manager and one other adult helper (per team) at the same rates as for CCCBR representatives above.
- Travel to the competition and accommodation/breakfast for the young person and one parent/guardian per young person at the same rates as for CCCBR representatives above.

Such expenses will be paid from the Association Young Ringers Fund.

Adopted on 17th April 2021

This KCACR Expenses Policy to be reviewed annually by the Association Treasurer, on the anniversary of adoption by the General Committee.