

**St John's Church Harpenden
PCC Expenses Policy for volunteers**

Policy Owner	Treasurer
Last updated	30 Sept 2019
Last adopted by PCC resolution	30 Sept 2019

Preamble

The PCC recognizes that expenses are incurred by volunteers in the usual course of business and in supporting the ministry and mission of St John's.

The aim of the policy is to help all those volunteers who incur expenses on behalf of the Church to be free to reclaim those expenses, knowing that this is expected and encouraged by the PCC.

This policy also aims to encourage people to think about receiving ministry training where the costs might otherwise discourage them.

It is recognized that the majority of such expenses incurred on behalf of St John's come from the general budgeted expenditure of the PCC agreed each year.

Policy

1. The PCC encourages the recording and reclaiming of all expenses incurred wholly and necessarily in furthering the ministry of St John's, even if such claims are ultimately donated back to the church (on which Gift Aid can often be claimed).
2. Expenses for the vicar, other members of the ministry team, and employed laity are to be part of the budget of the Church's expenditure approved by the PCC each year. They are to liaise with the Treasurer, and potentially the PCC, before incurring expenses where a significant divergence from planned expenditure looks likely.
3. Single items of expenditure exceeding £50 should be agreed with the Treasurer in advance.
4. Single items of expenditure exceeding £250 should be approved by the Standing Committee or by both Churchwardens in advance.
5. Single items of expenditure exceeding £500 should be approved by the PCC in advance.
6. Items of expenses claimed should be supported, wherever possible, by itemized receipts, unless the claim is for under £20.
7. Our policy shall be reviewed and approved at least every three years, else more frequently if the PCC determines it is required.

Examples of items of out-of-pocket expenses that are expected to be claimed from the PCC

- Postage, Stationery and Computer consumables, although volunteers are expected to use the facilities available in the Parish Office for printing, postage etc.
- Office equipment for use in the church and hall
- Cleaning materials for use in the church and hall
- Costs associated with events planned and arranged for the benefit of the congregation
- Junior church materials and consumables
- Flowers and materials for the provision of flowers in church
- Refreshments after church or at PCC meetings
- Cost of sheet music for use in the church
- Travel expenses and car parking charges (where agreed in advance)
- A share of certain costs associated with formal ministry training, as agreed on a case by case basis by the PCC.

Examples of items of volunteer expenditure that are not normally expected to be claimed from the PCC (non-exhaustive)

- Mobile devices and personal computer equipment
- Other home-office equipment
- Telephone calls
- Parking and speeding fines
- Costs of hospitality for members of the congregation
- Subsistence costs