



Expenses Policy

All Guild expenditure takes place under the authority of the Executive Committee.

i. THE EXECUTIVE COMMITTEE HAVE AGREED TO PAY:

1. ONGOING OR ROUTINE EXPENDITURES

- a. **Annual fees** – insurance premium; CCLI Licence; ICO registration fee; any fees incurred in future for DBS checks.
- b. **Virger Magazine** – design, printing, and distribution costs, and any other reasonable expenses incurred by the Media Officer (or Editor, if different) in connection with the Magazine.
 - Subscription fees should be reviewed annually by the Executive Committee with the aim of covering these costs in full.
- c. **The Guild Shop** – purchases of goods, and any reasonable delivery, storage, or marketing expenses incurred by the Shop Manager in the course of their duties.
 - The shop finances these routine expenses from the proceeds of its sales.
 - Requests to advance extra money from the Guild's general funds to commission goods in bulk for future sales are to be brought to the Executive Committee for decision.
- d. **Training Course** – Postage, printing and any other reasonable office expenses incurred by the Training Officer, Training Registrar, examiners and others in administering the course. Hoods for successful diploma candidates.
 - Training Course fees should be reviewed annually by the Executive Committee with the aim of covering these costs in full.
- e. **Conference** – All expenses incurred in running the conference, as further detailed below.
 - Conference fees should be reviewed annually by the Standing Committee, in consultation with the Conference Secretary and Training Officer, with the aim of covering these costs, supplemented by the bursary fund and the total return from the legacy fund.
- f. **Website** – hosting and domain fees, and any other routine expenses incurred by the General Secretary or Media Officer in its connection.
- g. **Finance** – banking, transaction and investment fees, and any tax incurred.
- h. **Memorial** – the cost of maintaining the Obit and Legacy books is met from the legacy fund.
- i. **Honoraria** – The National Chaplain and the General Secretary are each paid a £600 per annum honorarium in gratitude for their labours.
 - The Chaplain's honorarium is paid from the bursary fund.
 - These honoraria cannot be paid until the Guild has been registered to pay the appropriate employment taxes; the Executive Committee's declared intention is to make up missed payments to these officers once this is resolved.
- j. **Fellows** – A Fellow's gown, a Fellow's hood and a Fellow's Badge for presentation when awarded a Fellowship.
- k. **National Life Members** – A National Life Membership Badge for presentation when awarded a life membership.
- l. **All Officers and Officials** – all reasonable office and travelling expenses incurred in the course of their duties, as further detailed below.

2. GENERAL GUIDELINES ON OFFICER EXPENSES

- a. The general principle for officer expenses is that officeholders ought not to be left out of pocket by carrying out their duties.
 - Unless covered within this policy, or otherwise approved by the Executive Committee, travel expenses, food and accommodation will not be covered by the Guild.

- b. All expenses must be truthfully reported.
 - If the National Treasurer suspects fraud, they should halt all payments to that Officer pending resolution, refer the matter to the National Chairman and National Chaplain, and report on this referral at the next Executive Committee meeting.
- c. All expenses must be documented.
 - Usually this will mean supplying a (paper or electronic) receipt, invoice, or travel claim form.
 - Such evidence must include clear mention of date, amount, supplier and purpose of purchase.
- d. All expenses must be reported in a timely fashion.
 - Expenses should be presented to the National treasurer within one month after the end of the calendar month in which the expenses were incurred.
 - Any expenses incurred on a Guild-issued charge card must be reconciled and reported each month, or that card facility will be withdrawn.
- e. All expenditure must be authorised.
 - If an officer is uncertain whether an expense would be authorised under this policy, they should consult the National Treasurer before incurring it.
 - Any expenses payable to the National Treasurer under this policy must be checked and authorised by the General Secretary or National Chairman before payment.
 - If the National Treasurer is in doubt whether an expense is authorised, or the officer disputes their judgement, the question may be referred to the Standing Committee for a decision. All such referrals to Standing Committee, and their outcomes, should be reported by the National Treasurer to the next meeting of the Executive Committee, for the purpose of transparency.
 - Officers are advised that the Guild will have no obligation to refund unauthorised expenses incurred without the prior approval of the National Treasurer or Standing Committee.

3. CONFERENCE EXPENSES

- a. Venue fees for accommodation, food and room or equipment hire.
- b. All expenses relating to speakers – their travelling expenses, an honorarium (currently set at £100) and all food and board costs.
- c. All expenses relating to professional musicians, should they be incurred.
- d. Printing costs.
- e. Any other reasonable expenses incurred by the Conference Secretary or Training Officer.
- f. Full board costs for The National Chaplain, The Organist and the Conference Secretary for the duration of the Conference.
 - The Conference Secretary is a vital role at Conference as they are the prime contact for all delegates and the Conference Centre before and during Conference.
 - Both the National Chaplain and the Organist are a prerequisite for the Worship that occurs during Conference.
 - The full board of the Organist is in lieu of professional fees
- g. Full board costs for the Members of the Executive Committee from Sunday until Monday morning (Sunday evening meal, Bed and Breakfast).
 - This is to enable members of the Executive Committee to attend the meeting on the Sunday evening prior to the start of the Conference proper which is mid-morning of the Monday.
- h. 50% of Full board costs, from Monday mid-morning until Thursday is paid on behalf of the National Chairman, The General Secretary and the Training Officer.
 - These roles are essential to the smooth running of Conference and Training as well as meetings.

4. TRAVELLING EXPENSES – ELIGIBLE EXPENSES

- a. The travelling expenses of Officers, Officials and Regional Representatives (or Deputy Regional Representatives) to Executive Committee and Standing Committee Meetings (excluding those held during the annual Conference), unless special provision has been made for a residential meeting.
- b. The travelling expenses of the National Chairman and National Chaplain (or their nominated representatives) to the National Festivals, and other special occasions.
- c. The travelling expenses of the Standing Committee to Funerals of National Life Members, Fellows or other Members who have had a significant influence within the Guild (as determined by the Standing Committee).
- d. The travelling expenses of the Shop Manager (or their nominated representative) to the National Festivals and Conference.
 - The Shop Manager's travelling expenses for these purposes are paid from the shop fund.
- e. Any reasonable travelling expenses, including overnight accommodation (where needed), of the National Chaplain on Guild business.
 - The Chaplain's travelling expenses are paid from the bursary fund.
 - Accommodation should be booked in advance and be competitively priced.
- f. The travelling expenses of the Conference Secretary or Training Officer on Guild business to prospective Conference venues. This does not include travel to the Annual Conference itself.
- g. The travelling expenses of any Officer or Official on an exceptional trip not foreseen above but deemed appropriate to refund by Standing Committee.
 - If the Officer is a member of Standing Committee, they shall recuse themselves from this decision.

5. TRAVELLING EXPENSES – RATES AND RESTRICTIONS

- a. Expenses claimed should be either the actual cost of the public transport used or a set amount per mile if using your own transport.
 - The Executive Committee will reimburse mileage at the HMRC Approved Mileage Rate (at the time of writing, 45p/mile for the first 10,000 miles by car); and will reimburse no more for rail travel than the price of a second-class ticket.
 - Officers are asked to book cheap advance travel where possible, and to make use of public transport where that would be significantly cheaper than private travel.
 - Domestic UK flights may be reimbursed where they are cheaper than the equivalent rail-fare, or no reasonable alternative means of transport was available.
- b. Food, accommodation and parking expenses while travelling will not be reimbursed without Executive Committee authorisation.
 - Drop & go at airports and toll fees which are unavoidable will be reimbursed.

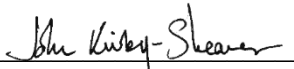
6. OFFICE EXPENSES


- a. The Guild will reimburse its Officers and Officials for their postage, printing and purchase of small office supplies in support of their roles.
- b. any single item worth £50 or more should be brought to the Executive Committee for authorisation.

ii. BRANCHES SHALL PAY:

1. The travelling expenses of National Officers invited to Branch Meetings (unless sent by the Executive Committee, in which case the Executive Committee will pay).
 - There is no expectation that branches shall pay the travelling expenses of Regional Representatives or Deputy Regional Representatives to branch events, unless so offered by the inviting branch.

Approved by the Executive Committee on 26 March 2025

National Chairman  John Kirby-Shearer

General Secretary  Stephen Stokes