

PARAGON HOUSING ASSOCIATION LIMITED

POLICY:	EXPENSES PAYMENT FOR COMMITTEE MEMBERS POLICY
POLICY AREA:	GOVERNANCE
DATE APPROVED:	12/03/08
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1. THE PRINCIPLE

The service provided by Committee Members is on a voluntary basis. Any payments to Committee Members cannot therefore be for any service. Only expenses reasonably incurred by Committee Members can therefore be considered for reimbursement.

2. AIMS OF THE POLICY

It is the aim of this policy to assist and facilitate Committee members wishing to attend Committee meetings, seminars, training groups, conferences and other meetings or events in connection with Association business.

This policy has been agreed by the Management Committee in order to clarify to all Committee Members the nature of expenses which will be reimbursed.

Expenses are defined as fees, outlays and travelling expenses incurred while on business of the Association.

1. Committee Members should be reimbursed for all legitimate expenditure, as defined in this policy, incurred whilst representing the Association. Written approval, which may take the form of a minuted decision, by the Management Committee or Finance & General Purposes Sub Committee for such actions should, whenever possible, be obtained in advance.
2. All receipts for expenditure must be submitted to the Finance and Investment Manager together with a "Committee Members Expenses Claim Form" (Appendix A) signed by the claimant and countersigned by the Director or by any other senior member of staff, excluding the Finance & Investment Manager. Claims forms should normally be submitted within 10 working days of the end of month in which the expenses have been incurred.
3. The Committee reaffirms its commitment to the highest level of accountability and probity regarding expenses paid to Committee Members. Payments will only be made where there is evidenced authorising of claims.
4. Committee and staff should be aware that the requirement for a formal policy statement is designed to protect the individual and the organisation from criticism by the Auditor, The Scottish Housing Regulator, OSCR, members and tenants of the Association.

3. PAYMENT OF EXPENSES

Expenses Claim Form & Method of Payment

In most instances payment of expenses will be made after the expenditure is incurred and the appropriate receipts and "Committee Members Expense Claim Form" are submitted for payment to the Finance & Investment Manager. Normally payment will be made by cheque. This may be varied by the Finance & Investment Manager in certain circumstances. Examples of such circumstances are as follows:

- The level of payment is small
- Payment is being made in advance and cash is required to pay for goods and services
- Recipient has no bank account

This list is illustrative, not exhaustive however the overriding principle is to ensure proper payment of expenses to members while maximising control of the payment.

Where possible the purchase of tickets, booking of accommodation etc shall be made direct by the Office Administrator and authorised by a senior member of staff other than the Finance & Investment Manager.

Advance of Expenses

It is recognised that Committee Members may require to make a substantial outlay in advance. In such cases an advance of expenses anticipated may be appropriate. The Director or Finance & Investment Manager has delegated authority to authorise such expenses to a level designated in the Schedule of Internal Controls.

Should the anticipated expense not be incurred then the Member concerned must return the unspent monies as soon as practically possible. Failure to do so will result in disciplinary action being taken against the members concerned in accordance with the Committee Code of Conduct and/or the Rules of the Association.

4. FEES FOR CONFERENCES/SEMINARS/TRAINING COURSES

Where Committee members are representing the Association and attend any of the above events which are related to the Association's business or the promotion and development of the Association, they will have the respective fee paid by the Association.

5. CARE OF DEPENDANTS' EXPENSES

Care of dependants expenses will be payable if incurred in the course of the Committee Member's duties. The Committee Member requesting care of dependants' expenses has to confirm that he or she would not be able to attend for the Association business unless childminding / dependant care facilities are available.

Eligible Payments - Child Care & Adult Dependants

Payment will be made for childcare where the child is under 16 years old, resident with the member and for whom the member has parental responsibility.

Payment will be made for adult dependants who are in receipt of Attendance Allowance, Disability Living Allowance and/ or where the carer is in receipt of Carers Allowance.

For both childcare and adult dependants payment will only be made if a non-household member is required to provide the service. Care of a dependant by a husband/wife/other member of the household/relative will not be paid.

A maximum of 8 hours per day will be paid. However where an overnight stay is required the level of allowance will be require to be approved in advance by the Management Committee.

The allowances will be paid up to a maximum level and the current levels of allowance are set out in the Schedule of Authorities.

Method of Payment & Verification

The method of payment will normally be by cheque on receipt of a voucher signed by the carer and the Committee Member, stating the date and hours of service provided and be accompanied by a receipt for the services provided.

Advance of Allowances

It is recognised that where Committee Members may require to make a substantial outlay in advance, then an advance of expenses anticipated may be appropriate. The Director or Finance & Investment Manager has delegated authority to authorise such expenses to a level designated in the Schedule of Internal Controls.

Should the anticipated expense not be incurred then the Member concerned must return the unspent monies as soon as practically possible. Failure to do so will result in disciplinary action being taken against the members concerned in accordance with the Committee Code of Conduct and/or the Rules of the Association.

6. TRAVELLING EXPENSES

Committee Members who require transport to attend meetings, training courses, seminars and conferences due to the distance to the venue, reasons of security or due to medical conditions or excessive disruption will be reimbursed for their outlays.

Committee Members shall share transport where practicable in order to minimise costs.

The method of travel shall be determined mainly by reference to cost but also with due regard to safety, medical condition or excessive disruption.

The principle shall apply that the cheapest method of transport will be used. However it is recognised that due to the geographical spread of the

Association's area of operation, spread of home locations of Committee Members and the difficulties with public transport, it may not always be possible to apply this principle.

Where the cheapest method of transport is not to be used, due to considerations of security, medical condition or excessive disruption, then this will be at the discretion of the Director/Finance & Investment Manager.

Where pre booked taxi service is to be used, bookings shall be made only in accordance with the above. Taxis shall be shared by Committee Members where practicable.

Excessive disruption shall include lack of direct public transport routes, unreasonable length of travel time, infrequent or unreliable services etc.

Where Committee Members use their own cars on Association business they can claim a mileage allowance in accordance with the published EVH rates which are based on the Approved Mileage Allowance Payment of the Inland Revenue. Any such use must be consistent with the principles set out above.

Committee members receiving payments under fixed profit car schemes from other bodies are reminded that the onus is on them to clarify the position as regards payment of any tax which may be due.

Where a Committee member wishes to use private transport as a matter of preference and there are no excessive disruption factors to be taken account of then payment will only be made at Public Transport Rates provided this does not exceed the standard public transport fare. If this is in excess of the standard transport fare the lower amount will be paid.

The Public Transport Rate will be that rate assumed by the Local Government NJC scheme.

Where Committee Members are travelling by private car to areas outwith the normal area of the Association's Investment then Committee Members are requested to share transport.

Where passengers are carried by Management Committee members as part of the business of the Association details should be provided on the "Committee Members Expenses Claim Form".

7. SUBSISTENCE PAYMENTS TO COMMITTEE MEMBERS

Subsistence

Normally when members are attending training courses, meetings etc within the office then refreshments/ food will be provided. Reasonable budget provision will be made for this.

However there are instances where members may be outwith the office and refreshments are required.

Where Association organised events are taking place then provision will normally be made for refreshments within the existing budget provision.

Where ad hoc subsistence expenses are incurred, the rates that are applicable reflect the current rates paid to staff as part of Staff Conditions of Service for day subsistence. Receipts must be provided to receive payments up to the level of the higher amount.

Overnight

Where a Committee Member requires to be absent on business overnight on an ad hoc basis and an evening meal requires to be taken, then an allowance up to the value of the staff on duty subsistence allowance will be paid. Receipts will be required

Claims

In all cases a "Committee Members Expenses Claim Form" shall be submitted signed by the claimant and countersigned by the Director or by any other senior member of staff, excluding the Finance & Investment Manager. In the case of overnight expenses receipts shall be rendered

8. EXPENDITURE ON ENTERTAINMENT WHILE ON ASSOCIATION BUSINESS

It is recognised that attendance at some functions may involve hospitality for business associates. Therefore in advance of attendance at any such functions, an upper limit on an entertainment budget shall be set by the Management Committee. This shall be set out in the Schedule of Authorities and Internal Controls.

Expenditure up to this limit shall be reimbursed on the production of receipts (it may be possible to have items charged to hotel bills and so a record of expenditure can be produced).

9. MISCELLANEOUS EXPENSES

It is recognised that miscellaneous expenses such as parking costs, etc may be incurred by Committee members from time to time. Claims for such items should be made using a "Committee Members Expense Claim Form" and accompanied by evidence of expenditure eg parking ticket etc where possible.

In recognition of the level of work/contact required by Chairperson, the

Association will pay for an internet connection and e mail service for the Chairperson. This will include the initial set up cost and service charge. The service package being provided must be approved by the Director or Finance & Investment Manager. Service provider accounts must be submitted together with an expenses claim form.

10. PAYMENTS FROM OTHER BODIES

Where a committee member has duality of interest at a meeting, training session, seminar, conference etc and incurs expenses eg travelling, subsistence etc it should be agreed in advance which organisation the member is principally representing and any claim for outlays should be made to that organisation only.

11. LEVELS OF ALLOWANCES

Rates for travel and subsistence shall be revised annually in line with rates fixed by national bodies such as Employers in Voluntary Housing which reflect guidance issued by HM Revenue and Customs.

Other rates will be reviewed periodically as part of any of any review of the Schedule of Authorities.

12. EXCEPTIONAL CIRCUMSTANCES

Where there are **exceptional circumstances** and expenditure is incurred which is not covered by the detail of this policy then the committee member incurring the expenditure should make a submission for reimbursement.

This will be considered by the Director and the decision reported at the next Finance & General Purposes Sub Committee.

LIST OF APPENDICES

Appendix A Committee Members Expenses Claims Form

Appendix B Care of Dependants – Payment Voucher

**PART B
ENTERTAINMENT EXPENDITURE WHILE ON ASSOCIATION BUSINESS**

(Refer to Policy on Expenses Payments for Committee Members Section I)

Name (as per bank details) _____

DATE	DETAILS OF EVENT	DETAILS OF EXPENDITURE	Amount Claimed

PART C DECLARATION & AUTHORISATION

Declaration : I declare that the expenditure claimed has been incurred on the business of the Association and in accordance with the relevant policy relating to Committee Members Expenses.

Signed : _____

Date: _____

OFFICE USE

Approved by Name	Designation	Signed	Date	Total of Claim	
Paid by Name	Designation	Signed	Date	Cheque Number	Code

Appendix B CARE OF DEPENDANTS PAYMENT VOUCHER

Please use a separate voucher for each care period.
 Please delete as necessary – I require payment by cash/cheque. Return to the Director

Name of _____ **Address** _____
Committee Member: _____

Care Details

Name of carer: _____ **Address:** _____

DATE CARE PROVIDED	REASON CARE REQUIRED	START TIME	FINISH TIME	TOTAL TIME CLAIMED	NO. OF DEPS CARED FOR	OFFICE USE ONLY TOTAL

Details of Dependant/s cared for

Name	Relationship to Committee Member	Age if under 16	In receipt of attendance allowance
			Yes/No
			Yes/No
			Yes/No
			Yes/No
			Yes/No

Declaration of Committee Member : I declare that I would have been unable to attend the business of the association without the provision of care and that the care provided has been in accordance with the terms of the Association's Policy on Committee members expenses.

Signed _____ *Date* _____

Declaration of Carer : I declare that I have provided care as describe above and that I am not a relative or a member of the above named person's household.

Signed _____ **Date** _____

Approved by:

Name: _____ **Signed:** _____

Designation: _____ **Date:** _____