

Parish of Wimbledon

PCC Clergy Expense Reimbursement Policy

Aim:

- To give clarity, consistency and accountability to clergy expense claims across the parish.
- To provide a simple and unbureaucratic system for reimbursing clergy expenses.
- To ensure the prompt payment of clergy expenses.
- To reimburse the proper expenses of the clergy
- To define the proper expenses of the Clergy
- To provide a framework for the payment of expenses for other staff and volunteers in the Parish of Wimbledon

This document is based on 'The Parochial Expenses of the Clergy – A guide to their reimbursement' issued by the Central Stipends Authority Jan 2013 and current advice from the Diocese of Southwark. Please refer to these documents in case of doubt.

Proposal:

The expenses of the clergy will be paid direct from the PCC funds out of the income from fees for pastoral offices. The policy covers all licensed clergy in the team, unless otherwise stated. While only the Stipendiary Clergy are given a stipend, all clergy should be encouraged and supported by the PCC in taking retreats and training and having spiritual direction.

Claiming:

Clergy are encouraged to claim their expenses monthly and not less than quarterly. The form at the end of this document is used. Claims for expenses are counter-signed by the Team Rector or a Parish Warden. The Team Rector's expenses are countersigned by one of the Parish Wardens. A hard copy with receipts or other evidence of expenditure should be attached to the claim form. Copies of receipts are acceptable. An Electronic copy of the claim may also be send to the counter signatory for forwarding to the PCC Treasurer; to facilitate prompt payment. In an interregnum, the Parish Wardens may delegate countersigning expense claims to the PCC Treasurer.

Items to be reimbursed:

Postage First and Second Class (including large letters) A record of letters sent or postage used should be kept (empty stamp books are an appropriate record) and recorded on the claim form. Postage costing more than a first class large letter should be individually receipted.

Telephone, Broadband and Land Line The PCC pays the telephone bills and broadband bills for the clergy. The clergy reimburse the PCC for their personal calls. Where a call inclusive package is used then 15% of the total bill would be an appropriate amount for the clergy to pay.

Mobile phones. The PCC will only pay for the calls, or calls only mobile phone contracts less 15%. The PCC does not pay for mobile phone handsets.

Care should be taken that communication contracts represent good value for money.

Robes The PCC pays for the cleaning and repair of robes used in leading worship. Clergy may apply to the PCC for support in replacement of robes.

Hospitality Each church has a hospitality budget of £5.00 per person on the electoral roll per year. The sum will be agreed with the Team Rector and Parish Wardens annually after the APCM. This may be spent on hosting events in the homes of clergy, entertaining by going out for meals or drinks, or on food and drink for small events in church such as Deanery Chapter. The incumbent/ priest in charge is the budget holder for each church, but they may agree expenditure by other members of their church. Any addition costs for large parish occasions must be agreed and paid for by the relevant Church Council. Receipts should be supplied for all hospitality claims.

Team Rector has an additional budget of to cover the cost of hospitality of £500.

Travel

The PCC encourages the clergy to travel in an environmentally friendly way.

Public Transport The PCC pays in full the public transport costs for journeys undertaken principally on church business. Receipts, tickets or Oyster summaries should be provided.

Bicycle Cycling is encouraged, but rather than paying a mileage rate which is cumbersome to record, the PCC will pay up to £150 a year for the maintenance and repair of bicycles clergy use on official business.

Travel by Car and Motorbike Car mileage is paid at the maximum tax free amount permitted by HMRC, currently 45p a mile for cars and 24p a mile for motorbikes. This rate is payable for journeys within London, the Diocese of Southwark and for longer journeys where there is no cheaper public transport option available. Normally only the cost of fuel will be met for longer journeys not meeting this criteria. A record of mileage should be kept for inspection by HMRC, but only the total mileage for the period being claimed for needs to be entered on the claim form. Parking on official business will be reimbursed.

Books and Periodicals and Electronic Subscriptions The PCC gives an allowance of £300 a year for books, newspapers and journals. This can include subscriptions to one weekly church newspaper and one monthly theological journal. All items must be claimed with proof of purchase.

In addition churches may agree to pay subscriptions for software and other online content. Consideration should be given to whether such subscriptions would be better value for money if taken out on a team wide basis. Such decisions would normally be taken by the PCC.

Training and Retreats Funding of up to £500 a year is available for training and retreats. These items should be agreed in advance with the Team Rector or Parish Wardens. Larger sums may be approved by application to the PCC or individual Church Councils.

Spiritual Direction

The parish will contribute £350 a year towards Spiritual Direction for the clergy.

Miscellaneous Items

Other items that are appropriate to claim from the PCC include stationary and occasional small gifts, items for visual aids etc.

Any item that is bought for the church should be claimed separately from the Church Treasurer. Church Councils are encouraged to set a spending limit so that clergy can purchase small items without having to wait for the next meeting, they may also want to consider setting an annual budget for such items.

Note on the Loss of Receipts

Where the receipt for an item has been lost a signed attestation stating the value and item purpose of the expense and that the receipt has been lost will normally be accepted by the counter-signatory. Clergy are encouraged to keep good records.

Exceptional Claims

Claims for amounts larger than those prescribed in the policy will be considered by the Team Rector and Parish Wardens in consultation, who may refer the matter to the PCC. Where such a claim is anticipated the Team Rector and Parish Wardens should be consulted before any financial commitments are made.

A Note about Computers for use by the Clergy

Computers

The PCC provides computer equipment for permanent, stipendiary clergy. The PCC does not normally provide computer equipment for curates or volunteer clergy. When clergy need a new computer they should discuss this with the Team Rector, who authorises the purchase on behalf of the PCC. The cost of computers does not come out of the Expenses fund.

Agreed by the PCC on 6th April 2017

PCC Expense Policy 6/4/17

Parish of Wimbledon

PCC Clergy Expenses Reimbursement Claim Form

Expenses for the Month of

Expenses claim for Name

Item	Number	Cost	Total
Transport		@ 45p a mile	
Car/Motorbike mileage			
Parking			
Public Transport			
Office Expenses			
Postage first class stamps			
Second Class Stamps			
Other postage			
Hospitality			
Books and Subscriptions			
Spiritual Direction			
Training and Retreats			
Cleaning and Maintenance of Robes			
Other Items			
Sub Total			
Less 15% of total cost of phone calls			
Total Claimed			

Signed

Date

Countersigned

Date