

# RoSPA SMART

## Expenses Policy

RoSPA SMART is a registered charity and any money it holds must be considered as charitable funds. As Trustees, the Committee have an obligation to ensure that all disbursements are made for the purpose of furthering the charitable purposes of the Group.

At the same time, the Group recognises the fact that members acting officially on behalf of the Group should not be forced to be out of pocket and so may make claims for the re-imbursment of reasonable expenses.

Where there is any doubt regarding the validity of any expense this should be cleared in advance with the Treasurer.

It is important that members do not enter the Group into binding agreements without prior authorisation.

### Allowable Expenses

The following are the expenses which have been approved by the Committee:

#### 1. Observed Runs by Tutors

Tutors do not claim expenses for Observed Runs (OR) from the Group itself except as outlined in the Note below.

They are entitled to ask for £10 from a trainee for an OR, but may not take out more than two associates on any OR. When two trainees are taken out on the OR then each should contribute £5.

Many Tutors do not ask for any contribution to their expenses from their trainees but they should remind trainees that some Tutors need this contribution and that it should be offered.

Note: When a Tutor gives a free assessment ride to a non-member at a monthly Sunday training session, usually held at Southgate Community Centre, they are entitled to claim £10 from the Group.

#### 2. Social Runs

Tutors leading social runs are able to claim the following expenses, depending on the length of the run, from Group Funds:



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0 - 100 miles	£10
101 - 200 miles	£15
200 + miles	£20

(The mileage claimed may also include a single preparation run before the actual run).

### 3. Official Business

When members, whether they be Committee members or not, are acting on behalf of RoSPA SMART in an official capacity, reasonable expenses may be claimed. This may include e.g. stationery, postage, printing, telephone calls and mileage.

### 4. Ride School

Ride School is generally self financing and all expenses for venue hire, speakers, Tutor expenses, etc., will be paid for from fees paid by those members on the course.

Tutors and others helping on Ride School will be paid the following allowances by the Group:

Mileage for Tutors	12 pence per mile travelling to and from venue
Observed Runs by Tutors	£10 per day
Speakers	To be agreed individually where required
Mileage for other helpers	12 pence per mile travelling to and from venue
Other expenses	To be agreed in advance.

### 5. Approved Tutor Training Course

This course will be wholly sponsored by the Group. Expenses for those involved will be paid as follows:

Mileage for Tutors	12 pence per mile travelling to and from venue
Observed Runs by Tutors	£10 per day
Speakers	To be agreed individually where required
Mileage for other helpers	12 pence per mile travelling to and from venue
Trainee Tutors	A £50 allowance will be paid at the end of successful training and passing of the course or after five training sessions on the road, whichever occurs first.
Other expenses	To be agreed in advance.



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6. Advanced Tutor Examination and Training

The cost of the examination will be wholly funded by the Group.

Presently no training program has been set up for Approved Tutors to progress to Advanced status. If and when this is organised the financial support that the Group gives to this will be considered by the Committee.

7. Diploma Course

Due to the introduction of the Advanced Tutor grade and the Groups commitment to fund the Advance Tutor training and examination the Committee do not consider it necessary to offer sponsorship for members wishing to attend the Diploma Course. Only in exceptional circumstances will any request for sponsorship be considered and then only if it can be shown that it is in the interests of the Group.

8. Events Expenditure

As a general rule all events should be self-financing, however there are certain specific areas requiring comment:

Machine Handling Day:

A small fee will be charged to those members attending as a contribution to the costs of the day. All Tutors helping out on the day will be paid a £10 allowance to help with their expenses.

First Aid Course:

Due to the high cost of this event a charge is made to all those attending. The Group will usually donate approximately 50% of the costs leaving the remaining to be paid by participating members.

Sunday Social/Training Days:

Any expenses incurred by the Group for the hire of any venue will be wholly sponsored by the Group. Contributions are requested for any catering that is offered and any surplus will be paid into Group funds to offset expenditure.

Social Evenings:

Any expenses incurred by the Group for the hire of any venue and guest speakers will be wholly sponsored by the Group. Contributions are requested for any catering that is offered and any surplus will be paid into Group funds to offset expenditure.

## **Responsibility**

The Committee as a whole takes responsibility for the financial performance of the Group. Expenditure policy is subject to the collective decision-making process of the Trustees of the Committee. Should the Group end up posting a deficit at the end of an accounting period as a result of these policy decisions the Treasurer alone shall not be held responsible.

## **Authorisation of Expenses Payments**

In accordance with RoADAR Group Guidelines cheques should be signed on behalf of the Group. All cheques shall be signed by not less than two of the authorised signatories.

Current Authorised Signatories:

Andrew Adams - Secretary  
Phil Howard - Treasurer

## **How to Claim**

Please complete the claim form, available either by downloading from the RospaSmart.Com website or from a committee member, and send by post or email to the Treasurer.

Approved on behalf of the Trustees of RospaSmart

Marion Barnes	Chair
Andrew Adams	Secretary
Mark Kennedy	Membership Secretary
Phil Howard	Treasurer