



Opel Manta Owners Club (UK)

Expenses Policy (April 2016)

Members and supporters of Opel Manta Owners Club (UK), hereafter known as 'the Club', are entitled to expect that their subscriptions and donations will be used wisely and that the Club uses its resources for its objectives with the minimum possible deduction for expenses.

Nonetheless, members of the Club should not be expected to be out of pocket as a direct result of carrying out activities on behalf of the club. In particular, members should not be deterred from serving on the committee or representing the club at other bodies because of the costs involved.

Accordingly, the Club may reimburse the direct and necessary costs of:

- Attending committee meetings
- Officially representing the Club (as agreed by the Committee), at outside bodies and Events (such as FBHVC and VBOA meetings)
- Purchase of materials and supplies on behalf of the club, as authorised by the Committee, including postage, stationary and similar costs

The basic principles of the club expense policy are set out below:

1. All expenses should be supported by a signed claim with details of the expenses being claimed and receipts, invoices, tickets or equivalent evidence for the expenditure.
2. Reimbursement for stationary and postage costs incurred conducting club business will be made at cost, upon the correct receipts being received by the treasurer.
3. Where the expense being claimed is for mileage in a private vehicle, the details of the journey and the number of miles travelled must be stated. The committee will set a mileage allowance from time to time [**25p per mile as of April 2016 in line with current HMRC guidelines**].
4. Only one person in any vehicle may claim for each journey.
5. Public transport costs will not normally be paid, unless by prior agreement.
6. Expense payments must not involve any element of personal benefit to the recipient and no element of loss of earnings, or payment for voluntary time, may be claimed.





7. Attendance as a member, whether a committee member or not, at club general meetings, car shows, indoor meetings and similar events is not eligible for expense payments, although essential attendance at such events as an organiser or similar role may be eligible for expense payments, at the discretion of the Committee.
8. Attendance at a *committee meeting* or *AGM* is eligible for expense payments for committee members who are required to be in attendance, (for example members of the exec committee)
9. Subsistence payments will not normally be made for any meetings, unless by unanimous agreement by the committee. This includes overnight accommodation and food and drink costs associated with the meeting, which would normally be expected to be met by the club member.
10. Wherever practical, club committee meetings should incur the minimum amount of cost. Meeting at an official's house is the preferred option, where all members are roughly equidistant to the venue. In this case, expenses may be paid for subsistence costs, such as light refreshments.
11. It is appreciated that this may not always be possible due to the geographical spread of the committee members. Where this is the case, a venue is to be decided that is mutually agreeable to all members in attendance. This should aim to incur the approximate same travel costs for all members. Travel costs may be reimbursed for these meetings but not subsistence payments.
12. Detailed procedures for claiming and authorising any expense payments claimed may be issued by the committee from time to time.
13. The Treasurer shall be responsible for paying expenses, keeping accurate records of expense payments and for reporting the total value of expenses paid in the annual accounts.

This policy was adopted on:

01/05/2016

Date of last review:

01/05/2016

Reviewer:

Author – P Brennecker

Name/role of Signatory:

P Brennecker / Vice Chair

