



BELLRINGING

The Central Council of Church Bell Ringers
Registered in England and Wales as a Charity. No 270036

Expense Policy and Procedure

Effective 1st July 2026

Edition 1

Approved by the Councils Executive – 28 June 2026

1. Introduction

The principle in relation to expenses is that as a charity, the Central Council is reliant on the support of its trustees, members, employees and other volunteers, who should neither be out of pocket nor enjoy any financial gain when working voluntarily on Council activities.

Expense claims 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.

Claimants should be able to satisfy themselves that they could justify to others any claim they make for payment of expenses, if challenged.

The Council has a responsibility to ensure that payment of expenses is properly authorised and represents 'value for money'.

It is important that potential claimants are able to claim for their expenses if they so choose. Potential claimants should not be out of pocket because of their volunteering efforts on behalf of the Council.

Were a claim would result in benefit to the claimant (i.e. a period of holiday taken in conjunction with travel), The Council reserves the right to reduce the claim pro-rata to the extra benefit received.

2. Those not wishing to claim

Traditionally some have chosen not to claim.

The Council must physically pay the expenses, should they be claimed and approved. The claimant is then free to keep the money or pay part or all of it back to the Council. UK taxpayers would be encouraged to take advantage of the Gift Aid scheme if they so wish. If they give all of the expenses paid to the Council, they are not returning the expenses but making a payment of an equivalent amount.

3. Criteria for Paying Expenses

The Treasurer will meet claims for expenses on relevant activities from those working on Council related business, subject to the following criteria:

The Workgroup Lead should include the amount expected to be claimed on workgroup expenses in their estimate of workgroup expenditure for the following year provided to the Treasurer in October. The total forecast expenditure will then be reviewed and formally approved by the Executive at the November meeting. Potential expenses outside of previous estimates or workgroup activities should be reviewed in advance by the Treasurer, and where incurred on behalf of workgroup activity, be supported by the workgroup lead/Executive Sponsor, before being incurred.

Travel by public transport in connection with Council related activity should claim standard class, economy or similar travel and should take full advantage of the various economies available by travelling off-peak, booking in advance and by using rail cards or other discounts, if applicable.

Travel by car may be claimed at 30 pence per mile and transport should be shared whenever possible.

Travel by other modes of transport should be able to represent 'value for money'.

Claims for accommodation, meals, taxi fares and other associated items will be permitted, where such expenses are justified (i.e. travel to represent the Council which would involve an overnight stay). However, such claims must be authorised by The Executive before the expense is incurred. The claim should then be submitted as specified below.

Claims for other expenses, such as equipment and supplies purchases, subscriptions, etc, should be submitted as an itemised claim.

Representative members attending the Annual Council Meeting must look to their Guild / Association for possible reimbursement of relevant expenditure and not the Council.

Process for Claiming

An itemised claim, using the current CCCBR expenses form, available on the Council's website, (with any vouchers, receipts or invoices where possible) for expenses should be submitted to the appropriate workgroup leader or appropriate executive member (for any expenses not attributable to a workgroup), who will authorise the expenditure and forward to the Treasurer for payment. Claims relating to the Executive can be forwarded directly to the Treasurer. Expense claims and authorisation submitted by email are encouraged, as is electronic payment of claims.

All claims for expenses must be submitted to the Treasurer on a regular basis (monthly / quarterly) and, certainly, within one month of the end of the accounting period, which ends on 31 December, to which they relate. Claims submitted, after this date may be refused.

Approved 28th June 2026