

ISLE OF WIGHT DOG TRAINING SOCIETY

FINANCIAL POLICY – June 2019

1. Purpose

The purpose of this policy is to set out the financial policies of the Isle of Wight Dog Training Society (IWDTTS) which have been agreed by various committees over the years in line with the IWDTTS Constitution. The policy does not override or supersede the constitution, particularly regarding setting annual subscriptions, any increase in which, has to be approved by those attending the Annual General Meeting.

2. Charges for Activities

In accordance with the constitution, charges are decided by the committee in consultation with the trainers for each venue/activity and will take into account the type of activity and the cost of supporting that activity. Costs for training may therefore differ between venues and activities. Venues can also decide how to collect payments e.g. weekly or pay for several weeks in advance if more practical (this may help to regulate attendance). If the latter, it should take appropriate legislation into account to ensure that those members with disabilities are not adversely affected.

3. Treasurer

The Treasurer will manage the IWDTTS cash/ bank accounts with the help of nominated people at each venue (who will record attendance, collect fees and subscriptions and may make payments, as necessary, into the society's bank account or as cash directly to the Treasurer). Records of takings and payments will be provided to the Treasurer on a regular basis by each venue or activity. The Treasurer will advise the committee at their meetings of the amounts in the current and savings accounts. The Treasurer can make payments of up to £100 without the specific approval of the committee when it relates to payment of claims made by venues and activities of up to £100. All claims should be supported by receipts, unless exceptional circumstances apply (see para 4 below). The Treasurer can make payments of up to £500 for the hire of venues only, without the prior approval of the committee. All other payments should be approved by the committee. Approval should take place at committee meetings and be recorded in the minutes. If urgent, views of committee members regarding payments should be sought outside of committee meetings with the Secretary maintaining an electronic or paper trail of individual committee members' views. The majority view is to be applied. The decision to approve payment or otherwise, based on the responses made by the committee members is to be recorded in the minutes at the earliest opportunity.

4. Venues and Activities

Each venue or activity may spend or authorise spending of up to **£200** per financial year, providing receipts are produced when reclaiming this money from the Treasurer. Any one-off payment in excess of £100, should be approved by the Committee at a meeting or by email and be recorded at the next committee

meeting. If, in exceptional circumstances, a receipt is not available reasons why should be documented when repayment is claimed. In this case the committee will decide whether to agree the unreceipted claim or not; their decision is final. Any proposal to spend over the amount of **£200** needs to be agreed by the committee and recorded in the minutes *prior* to the spend taking place. Receipts are also required to support claims for repayment.

5. Nominated Charitable Organisation

At the beginning of each accounting year (January), members will be asked to suggest a dog related charitable organisation, based either on the Isle of Wight or on the mainland, to whom any proceeds from society sponsored raffles (e.g. venues' Christmas parties, AGM raffle etc.), profit from events or any other fund-raising activities carried out by will be donated. The committee will draw up a short list for members to vote on at the AGM & Annual Awards Evening. The chosen charitable organisation will not be eligible for re-selection for a further 5 years.

6. Sponsorship

In the event of a member's exceptional achievement, eg representation of our country at international competition; the committee may vote to show the support of the IWDTs and present a cheque donation for an agreed amount, nominally set at £100.

7. Honorary Life Membership

This will include free membership and free standard classes for the named member for the rest of their life. Special events and/or training sessions would still be chargeable eg. guest trainers, weekend training and intensive short courses (ie agility pre-beginners, contacts or weaves etc).

8. Trainers

Trainers are not paid, they give voluntarily (and generously) of their time. It is unlikely that any payment for personal commitments to allow the trainer to attend and train at a venue will be agreed by the committee unless there are exceptional "one off" reasons to do so. If this is being considered, prior approval must be given by the committee and will only be for a limited time.

9. General Expenses

The IWDTs will meet any reasonable expenses that are incurred by people representing the society and which have been approved by the committee prior to incurring the expense.

10. Travel Expenses

- Trainers are eligible to claim travel expenses when travelling to and from a venue to undertake their training role or if they are representing the society elsewhere with the prior approval of the committee.
- Members are eligible to claim travel expenses representing the society and which has been approved by the committee prior to incurring the expense (the

decision should be recorded in the committees' minutes.)

- Fuel expenses will be paid, if claimed, at the rate of £0.50 per mile.
- Claimants of this rate should be aware that HRMC have set the approved mileage allowance payment rate at £0.45p per mile. If the higher rate of £0.50p per mile is claimed, the claimant is responsible for advising HRMC by completing a self assessment tax return as tax may be payable on the additional £0.05p per mile claimed. (See HRMC website for further information.)
- Claimants may choose to claim a lesser rate of mileage allowance and the amount per mile claimed should be indicated on the claim form they submit (see Annex).
- If any member of the society uses their vehicle for the benefit of the society at the request of a trainer or a committee member, they will also be eligible to claim fuel expenses at the rate of £0.50 per mile (**see above**). A claim should be submitted requesting repayment, giving the name of the trainer/committee member who made the request and the reason their vehicle was needed.
- If towing for agility, the option will be open to the driver of the vehicle towing the trailer to have a "free" training session for one dog per tow rather than claim fuel expenses. (ie. One-way tow, one free session, a tow in and a tow out would be two free sessions to be taken as soon as possible).
- If requested to tow for agility and a "free" training session is not required, then travel expenses will be paid (from home to venue and return) at the rate of £0.50 per mile (**see above**).
- All claims for re-imburement to be submitted to the Treasurer no later than three months after the event, preferably before. A claims form is at annex which may be used (this is not mandatory but would be preferred).

11. **Review**

This policy will be reviewed annually to ensure that it is working properly and to allow for any amendments necessary and annually thereafter.

IWDTS - EXPENSE CLAIMS FORM

Name:	
Date of travel/vehicle usage:	
Venue/Activity:	
Reason:	
Expenses Claimed: (please attach receipt where appropriate)	
Number of Miles claimed	
Rate: £0.50*	<input type="checkbox"/> Total claimed:
Other (please state)	£0. p per mile
Payment Method: Cheque	Yes No – if no please complete details for bank transfer below if not held by Treasurer - or confirm that payment has been received from cash held by activity financial focal point <input type="checkbox"/>
Bank Transfer:	
Bank Name:	
Name on the account:	
Bank Account number:	
Sort Code:	
Signature	
Date	

* NOTE Claimants of this rate should be aware that HRMC have set the approved mileage allowance

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