



VOLUNTEER PAYMENT POLICY & AGREEMENT

Please read in conjunction with PARENTS & CARERS FORUM (PCF) SWINDON Financial Policy, Conflict of Interest Policy and DfE GRANT terms and conditions.

No parents or carers carrying out activities on behalf of PARENTS & CARERS FORUM (PCF) SWINDON should be **out of pocket**.

Out of pocket expenses are related to costs you have actually incurred and paid. The following reasonable '**out of pocket**' expenses can be claimed by PCF Swindon Steering Group (SG) Representatives and other PCF Swindon members, granted permission in advance by the SG, for the activities they do on behalf of PCF Swindon.

It is important to submit regular, i.e. monthly claims in a timely manner using the correct forms so that you can be paid promptly.

Travel

- The agreed rate per mile travelling to/from meetings is set at 45 pence per mile.
- You can claim for parking fees or public transport fares incurred whilst carrying out PCF Swindon activities by providing receipts. However, you must seek agreement in advance from the SG if taxis are the only travel option.

Childcare

- This can be paid up to £7.50 per hour.
- Proof of (Registered) Child minder details and signature of the childcare provider along with hours worked are required. This can then be input as a claim in the expenses form.

Sustenance

All reasonable sustenance costs to be claimed on proof of receipt

- LOCAL: when away from home on forum business, can be claimed up to £5 for meals and up to £5 for drinks.
- OUTSIDE SWINDON EXCLUDING LONDON: business out of the area for up to a day or more, up to £15 for a main lunch or evening meal plus drinks if breakfast is needed, as part of stay in a hotel, that will also be reimbursed up to 15
- LONDON: will be at £15 plus 20% allowance (total £18) for meals, drinks up to £10.00 to reflect London weighting.
- **No alcohol will be reimbursed by the GRANT.**

General

NB No payments will be made for events that are to benefit only one member of PCF Swindon Swindon or their child/ren or a member of their family. Events must be to promote participation not personal gain.

- Sundries for events: e.g. participation Lunches/evenings/coffee mornings, raffle prizes bought as a way of obtaining data, members or for rewarding parents
- Stationery
- Postage
- Printer cartridges
- Other items, such as telephone charges (as long as they are justified and needed). PCF Swindon reserve the right to ask questions if the items look unjustified or are not for use on participation purposes.

Remuneration

Remuneration is for those activities that are often at a strategic level or in co-production. All activity in this area has to be agreed by the PCF Swindon SG in advance and the individual participating does need to feedback on outcomes (please see Feedback Form).

The agreed rate for attending and representing PCF Swindon at meetings approved by the Forum SG, is currently set at £10 per hour. This can be paid in Vouchers or in Money. **There will be a maximum day rate of £70.**

NB The hourly rate is not intended either now or in the future, to be considered a regular income or any form of employment contract.

Individuals make a choice whether to make any claims for such payments. Each person is responsible for any impact this may have on their own tax position and needs to take responsibility for their own situation (with HM Revenue and Customs –previously the Inland Revenue) or if they are in receipt of state benefits, as receiving this money ***may be classed as earnings.***

You can telephone the CAF Helpline- **Freephone: 0808 808 3555**. 9.30 am-5pm, Monday-Friday for further assistance or refer to their CAF Web page where there are numerous at a glance guides to help. Swindon PCF Finance Lead or Acting Chair may also be able to find advice for you from the SW Regional Parent Carer Advisor or directly from CAF.

Process for claiming

1. All expense claims are to go to the Finance lead for authorisation and organisation of the payment. There are 2 claim forms
 - out of pocket expenses and child care (see above).
 - Remuneration.
2. We have an agreed Finance sign-off process in place and this is in the Financial Policy (available on our website, please read and follow this structure). **We do not accept any electronic signatures.**
3. Please highlight any receipts if more than one item purchased on the same receipt and you are not claiming for all items listed. (E.g. shopping receipts, etc).

4. Please make a copy of your claim form to be submitted along with the original and make sure all photocopies are fully legible.
5. All expense claims **must be** evidenced with original receipts. Failure to provide this can result in non-payment. They must be cross referenced on the claim form. The Finance Lead can and will refuse any forms that are not legible or look fraudulent. All receipts must be laid out individually and securely attached to a plain sheet of paper accompanying your Expense claim form.

PCF Swindon reserve the right to challenge any expenses submitted and you should not assume they will be automatically paid.

6. PCF Swindon also reserve the right to refuse paying expenses they feel are being claimed for any work outside of their designated remit in the Code of Practice 2014 or within DfE funding restrictions, if it has not been previously agreed or is excessive.
7. After expenses have been authorised by PCF Swindon they are paid by our Grant holder (Somerset PCF).
8. Payment of expenses should be paid directly into your designated bank account. Where vouchers have been requested to be paid to you, evidence of receipt of them will be required either by signing a declaration of receipt or via an email to info@parentsandcarers.org.uk email. The forms will be submitted monthly by special delivery post to the Grant holder and then paid the first week of the following month. Claims must be processed, signed and given to the Finance Lead in good time for this to happen.
9. In the event of a request for a cash payment (e.g. cover transport costs) ,Please talk to the Finance lead or the (Acting) Chairperson. Any such payments have to be pre-authorised but can be paid up to a maximum of £50

Volunteer Payment Policy Agreement

I (print name)
have read the details in the Volunteer Payment Policy and I am in agreement.

I agree to be held accountable to Parents & Carers Forum (PCF) Swindon and this Policy. Should this Policy content change in the future, I will be required to review and sign a new declaration.

Signed:.....

Date.....

Policy Published: April 2017

Review Date: April 2018