



The Friends of Thringstone



'Working together to improve our village'

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Volunteer Expenses

Friends of Thringstone realise that volunteers give a lot of their time to help the group, and also incur out of pocket expenses as a result. This information sets out what expenses can be reimbursed, and how this can be done.

All claims for expenses will need to be accompanied by receipt/receipts before being paid. Monies may be reimbursed by either cheque or cash. If a member wishes to be reimbursed by cash they should inform the treasurer at the time of making the claim.

Volunteers who do not wish to be reimbursed should still, where possible, claim their expenses and then donate them back to the group. This stance accepts that not everybody wishes to be reimbursed, but follows our equal opportunities policy and also allows us to have an accurate picture of volunteer costs for funding bids.

Volunteers in receipt of state benefits are still entitled to receive out of pocket expenses, but need to check with the authorities over the limit of expenses that can be claimed without benefits being affected.

Members can be reimbursed for:

- Food purchased for litter picks/social events plus associated costs of plates etc.
- Petrol/oil purchased for strimmer and lawn mower
- Compost and bark used in planting areas
- Replacement tools broken during work carried out by the gardening group
- Car parking costs incurred whilst volunteering for the group
- Postage and phone call costs relating to group work
- Special equipment/protective clothing which may be needed whilst working for the group
- Stationery, copying and printing costs incurred whilst carrying out work for the group
- Travel costs (bus/taxi) incurred whilst carrying out work for the group based on an agreed maximum of £10. In the event of it being necessary for someone from the group to attend an event outside our area on behalf of the group, the cost of the petrol/travel will be reimbursed if a receipt is provided.

Plants and other such items authorised and bought on behalf of the group are not out of pocket expenses, and fall outside these guidelines.



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Awarded Outstanding Achievement Certificate in the RHS
Britain in Bloom Neighbourhood Awards 2009
Winner of the NWLDC's Footprint Awards under Partnerships
and Community Groups 2009





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Jan 2015



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foot prints
Stepping out for a greener district