

# The BMW Club Code of Practice for Budgets and Expenses for Directors, Officers and Assistants Presented to the NCM on 31/10/2020

## **Expenses**

This Code of Practice is intended to ensure, as far as is practicable, that expenses are claimed on a fair and equitable basis. The over-arching principle is that expenses paid to officers should be seen as reasonable to a majority of the Club's members.

Travel and subsistence expenses may be claimed when the officer is *required* to attend in order to carry out the duties of the post.

Examples are NCM, AGM, and Club business meetings

Travel and subsistence expenses may be claimed when the officer is *expected* to attend, and does so, and would be *required* to carry out such duties of the post as are necessary at the time.

N.B. Officers are not expected to attend National Rallies and are therefore ineligible for expense claims in relation to these (NC decision, 12<sup>th</sup> June 2010)

Travel and subsistence expenses will *not* be paid when the officer attends for personal enjoyment and when any duties performed in connection with the post are incidental.

Subsistence implies commercial rather than premium rates, and the mileage allowance is that which has been decided by the National Committee for the time being but which will never exceed the prevailing HMRC rate. At the time of writing the rate was 24p/mile for a motorcycle and 30p/mile when a car is used of necessity (for reasons such as inclement weather or a load has to be carried).

Reasonable subsistence expenses incurred in the course of Club business may be claimed. Receipts must be provided.

Overnight accommodation will be paid for by the Club for attendance at national business meetings (not social events) following the guidelines decided by the National Committee. At the time of writing the guidance was for one night where the return mileage exceeds 350 miles, 2 nights where the return mileage exceeds 600 miles.

The above rules may be varied only at the President or Treasurer's discretion.

## **Officers' Expenditure**

The National Committee Meeting of 13<sup>th</sup> June 2020 replaced the budgets previously allocated to officers with criteria for spending. It was proposed that an officer could spend up to £50 at a time without confirmation, up to £150 with the prior agreement of the Treasurer and any expenditure above £150 requires the approval of the National Committee.

## **Cash floats**

Capitation Officer £100