



# WENDOVER PARISH COUNCIL

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## **Working Group and Volunteers Expenses Policy**

Where necessary personal expenditure up to a maximum of £50 in any one transaction may be expended and reclaimed as expenses; any need to incur personal expenditure shall be authorised in advance by email or signed letter from the Clerk. The Clerk may only authorise expenses where:

1. There is sufficient budget/EMR to cover the cost after all expected costs at that time are accounted for.
2. The expense is reasonable for the requirements of the tasks of the working group and is reasonable in terms of costs of the goods/service.
3. An invoice for the work charged to Wendover Parish Council is not possible (i.e the spend is urgent or so minimal that the company will not raise an invoice).
4. A receipt is produced and VAT is shown where applicable.

All expense claims shall comply with the relevant PC procedure (must be processed with other payments by WPC staff) and must be approved as part of a list of payments in a meeting of the full Council or Amenities Committee. The payment will either be made by cheque or electronic transfer, where a cheque payment is made the PC Clerk will notify the claimant when the cheque is ready for collection from the PC office.

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