**How to use this document:**

On the cover page in the field marked [Parish Name], please type the name of the parish as it appears/ is to appear on the Charity registration, this will then add the parish name to any area in the document where it is referenced.

Space is also provided to note the date on which the policy/document has been adopted by the vestry and the accompanying minute reference. These references can then be used to complete the compliance report later in the year.

Logo, icon

Description automatically generated

Parish expenses policy

* Charity Name: [Parish Name]
* Date Adopted:
* Minute Reference:

The select vestry of [Parish Name] will pay vouched and receipted expenses in accordance with agreed activities directed by the select vestry and reflected in the operational plan for the parish.

**Note: If you already have your own claim form system please amend the below information to reflect your own procedures. Otherwise you will be able to find the model forms referred to below on the parish resources section of the Church of Ireland website at the relevant links below.**

Volunteers claiming such expenses must use a ***Parish Volunteer Expenses Claim Form***.

Where a member of staff incurs expenses in the course of discharging work on behalf of the select vestry of [Parish Name] an approved ***Parish Staff Expenses Claim form*** must be used.

Where invoices are received payment will be authorised using a  ***Parish Payment Voucher***.

All expenses will be subject to inclusion in the annual audit and will be administered with the support of the department of finance of the RCB.