



Financial Rules

August 2018

General

1. Members are expected to use, and hence claim for, the cheapest form of travel possible. However, there may be reasons why this is not possible and members should discuss this with, and seek agreement from, the treasurer prior to submitting their claim.
2. Where claimed, mileage is paid at 45 pence per mile (regardless of comparison with other forms of transport for the same journey).
3. Receipts must be provided before any payments can be made. If this is likely to cause financial hardship, members should discuss in advance with the secretary or treasurer.
4. Receipts are given (hard copy or via email) to the treasurer for payment.
5. The financial year runs from 1st June to 31st May.

Committee

6. The APCSW reimburses committee members for their travel expenses to attend committee meetings (up to 4 meetings a year).
7. Where there are two regional representatives, expenses to attend committee or regional meetings are paid to both representatives. (In line with Section 10 of the Constitution).
8. Where there are two chairs, expenses to attend committee or regional meetings are paid to both chairs. (In line with Section 10 of the Constitution).

Regions

9. Each region has a budget of £500 for the financial year (figure revised 1st June 2018). This does not roll over to the next financial year if unused.
10. The regional budget is to be spent on putting on events to benefit the members within that region e.g. organising workshops, costs for speakers.
11. It is for members within the region to decide on how the region's budget might be

- spent, with the regional representative(s) having responsibility for managing the budget in conjunction with the treasurer.
12. The regional representative may claim travel expenses to attend a regional meeting: this is paid from the Committee budget.
 13. Overnight stay for a regional representative to attend a regional meeting is not something the Association normally pays for, but discretion can be applied (e.g. due to the distance involved and if the accommodation is low cost for the area). The representative should discuss in advance with the treasurer.
 14. The APCSW does not pay the travel expenses of ordinary members to attend regional meetings.

Annual APCSW Conference

15. The APCSW pays committee members' travel to and from the conference. This is:
 - a) because committee members are expected, wherever possible, to attend the conference so that they can give an annual update for their region; and
 - b) so that a committee meeting can be held during the conference.
16. The APCSW pays the accommodation costs for the night before the conference for up to 4 committee members involved in setting up the conference, dependent on tasks to be undertaken at the venue.
17. The APCSW does not pay the conference fee (which includes accommodation) for members other than those committee members described above.
18. There are up to 10 travel bursaries, of up to £100 each, for members to attend the conference. To apply, members need to complete a Travel Bursary Application form and submit it to the treasurer (treasurer@apcsw.org.uk). The following conditions apply:
 - a) The applicant must be a full member whose membership is up to date for the relevant year.
 - b) The applicant can apply for travel costs up to a maximum of £100.
 - c) The applicant will need to provide evidence / receipts of transport costs.
 - d) Applications should be returned by 31st July.
 - e) An application is not a guarantee of a bursary as it depends on the number of applications.
 - f) If there is a large number of requests, priority will be given to those members who have not received a bursary previously.

18. Committee members receive a 50% discount on the conference fees; this applies to attendance on either one or both days.
19. The APCSW tries to keep speakers' costs to expenses / travel only, but the committee can agree to pay a fee.
20. The APCSW does not charge charitable organisations to have stands at our conference. However, we pay the overnight accommodation for one person from the organisation.

Bursaries for APCSW members to attend major conferences

21. Bursaries can be awarded for members to attend major conferences.
22. Bursaries of up to £500 (or total cost if lower) are awarded to up to 4 members within any one financial year to enable them to attend major conferences either in this country or abroad.
23. Priority is given to members who have had proposals accepted for oral presentations, workshops or posters. Higher priority is given to members for whom this is a first experience in presenting / running a workshop / submitting a poster.
24. When applying for bursaries, members must demonstrate how conference attendance will benefit their own professional development and contribute to improving services for patients and / or carers.
25. Members in receipt of bursaries must include the Association's logo on all slides / handouts / posters provided within their presentation.
26. Members in receipt of bursaries must provide a one page account (maximum 500 words) describing their experience at the conference and their key learning points from it. This must be provided within 3 months of the conference for inclusion on the APCSW's website.
27. Bursary applications should be submitted to secretaryatapcsw@outlook.com
28. Bursary applications are assessed by a sub group of 2 members of the national committee. Their decision is final.

These rules are subject to periodic review and change by the Executive Committee.

August 2018

Review due by August 2019