



Financial Rules

June 2020

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). The claimant needs to send an email to the APCSW Treasurer (treasurer@apcsw.org.uk) stating the journey and how many miles are being claimed for; plus their bank account details, so the payment can be made.
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 Group Representatives, expenses to attend Committee or Group 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 Group meetings are paid to both Chairs. (In line with Section 10 of the Constitution).
9. To increase transparency and encourage member involvement, the APCSW reimburses the travel expenses of up to two members to attend each Committee meeting. Except in exceptional circumstances, this applies once only to any particular member.

Groups

10. Each Group has a budget of £500 for the financial year. This does not roll over to the next financial year if unused.
11. The Group's budget is to be spent on putting on events to benefit the members within

the Group's area e.g. organising workshops, costs for speakers.

12. The person or organisation to be paid (e.g. speaker / caterer) needs to submit an invoice to the APCSW Treasurer - either via the APCSW Group Representative or direct to the Treasurer (treasurer@apcsw.org.uk). If they invoice direct to the Treasurer, the Group Representative should also email the Treasurer to confirm what has been agreed with the claimant.
13. It is for members within the Groups to decide on how the Group's budget might be spent, with the Group Representative(s) having responsibility for managing the budget in conjunction with the Treasurer.
14. The Group Representative may claim travel expenses to attend a Group meeting: this is paid from the Committee budget.
15. Overnight stay for a Group Representative to attend a Group 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 Group Representative should discuss in advance with the Treasurer.
16. The APCSW does not pay the travel expenses of ordinary members to attend Group meetings.

Annual APCSW Conference

17. 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 Group or committee role; and
 - b) so that a committee meeting can be held during the conference.
18. The APCSW pays the conference fee (including accommodation costs in the case of a two-day conference), plus accommodation costs for the night before the conference for up to 4 members of the Association who are acting as conference organisers. The organising Group for the conference is responsible for deciding how many people (up to 4) are needed to ensure that the conference can be set up and run effectively and for identifying the people involved.
19. The APCSW does not pay the conference fee (which includes accommodation) for any members other than those described in point 18 above.
20. There is a budget (put into the conference budget from general funds) of £1,000 for travel bursaries to enable members to attend the annual APCSW conference. The maximum amount any one applicant can claim is £200. 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) If in employment, the applicant must apply to their employer for funding before approaching the APCSW, and provide evidence of having done so.
- b) The applicant's membership must be up-to-date for the relevant year.
- c) An application is not a guarantee of a bursary as it depends on the number of applications.
- d) Priority is given to members with Full Membership.
- e) Priority is given to those with the longest (and hence likely to be the most expensive) journeys.
- f) If there are more eligible applicants than funding allows, only one application per hospice / employer will be allowed.
- g) Priority is given to those members who have not received a bursary previously.
- h) Applications should be returned by 31st July and decisions will be made within 10 days of that date. Applications made after that date will only be considered if there is funding remaining.
- i) Where a bursary is awarded, the applicant / employer must pay for travel and the APCSW will refund the payment up to the amount awarded.
- j) The applicant must provide evidence / receipts of transport costs for payment to be refunded.

- 21. Bursary applications are assessed by a sub group of 2 members of the national committee. Their decision is final.
- 22. The APCSW tries to keep speakers' costs to expenses / travel only, but the committee can agree to pay a fee.
- 23. The APCSW does not pay any costs to other organisations / individuals for them to have a stand at the APCSW's conference.

Costings for events

- 24. When the Committee or a Group plans to hold an event, initial costings must be undertaken and, prior to confirming plans, submitted to the Treasurer for agreement.

Bursaries for APCSW members to attend major conferences

- 25. Bursaries can be awarded for members to attend major conferences.
- 26. 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.

27. 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.
28. 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.
29. Members in receipt of bursaries must include the Association's logo on all slides / handouts / posters provided within their presentation.
30. 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.
31. Bursary applications should be submitted to the APCSW Secretary at secretaryatapcsw@outlook.com
32. 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.
June 2020.