

The Institute of Fire Safety Managers

Established 1997



Miscellaneous Finance Policy

Version: 4

Summary:	This document details the Institute of Fire Safety Managers (IFSM) finance policy covering miscellaneous areas including expenses, expenditure and events.	
Target Audience:	All Staff, Directors and Council	
Next Review Date:	January 2025	
Approved by:	Directors	14/03/23
Ratified by:	Council	30/03/22
Date issued:	February 2020	

This policy and procedure document is enacted under the By-Laws of the Institute.

President's Regalia

Blank bars are provided for the President's Regalia and Chain of Office. The Institute is responsible for the purchase of additional bars as and when required.

Before the end of their term of office, each President is responsible directly for having their name engraved on one of the blank bars affixed to the chain of Office. The costs of engraving will be borne by the President personally.

Travel and Subsistence Expenses

Those on Institute business are entitled to claim back all necessary expenditure limits set and agreed by Council from time to time. Claims should be made within one month of incurring the expense using IF029 IFSM Expenses Claim Form, all receipts must be included before payment can be made. The following rates apply:

Hotel, evening meal and breakfast –all Council members are issued with Premier Inn account cards and these should be used whenever possible. Where a Premier Inn is not within reasonable proximity, a hotel room of similar standard should be booked, where this is not possible, approval should be sought from the Business Manager, or the Chairman.

There may be instances where a friend or relative lives in proximity of a venue and staying with them may be preferred to a hotel. In these instances, the Institute will pay £25 per night for an over night stay.

Meals and out of pocket expenses - all reasonable expenses incurred may be claimed back, but any claim must be accompanied by relevant receipts. Council members may also claim back reasonable expenses for any legitimate 'entertainment' expenses incurred whilst on Institute business.

Mileage, travel and associated expenses e.g. car parking, toll fees etc. – Council members will be paid the equivalent business mileage rate whilst traveling on Institute business. At the present time this is set at **45p per mile**.

Train, air and similar fares will be paid at the most economical rate (economy class) although it is recognised that some members may be able to acquire cheaper fares for differing classes of travel through rail cards etc.

For the purposes of this section, Institute business means attendance by staff, Council, Directors, or Vice Presidents on any official committee, official event or official meeting that the Institute is represented on or is taking part in. This also includes Council Meetings, Technical Meetings or any other official meetings of the Institute. Where there is any doubt or ambiguity, approval should be sought from the Business Manager, or the Chairman.

The agreed philosophy is that those concerned will ensure that all expenses incurred are within the limits set out by this policy document.

Honorarium Payments

Ex gratia payments may be made as authorised by Council.

The role of Council is voluntary, and it is expected as a minimum that all those elected will take an active part in all Council activities, including but not restricted to representing the Institute, attending meetings, working on projects, etc. There may be instances however where time, skills and knowledge should be recognised, not only to Council but for staff, members and friends of the Institute. Council will recognise those deserving and if funds allow may award an agreed honorarium amount.

These payments are non-contractual and there should be no expectation of future payments on the basis of historic payments made.

Costs of Advertising and Posts on Website and Members Email

Costs associated with advertising and postings in Daedalus and on the website and members emails will be reviewed each year by the Marketing and Publications Sub Group and approved by Council.

Advert posting on website will be time based until event/course etc. is over. Costs and charges will be negotiable if the time is longer than 2 months.

Events etc. may be posted on the website or in Daedalus free of charge if Council deem that they are beneficial to our members or from 'friends' of the Institute. Each application will be treated on its own merits and, in the absence of time for Council to decide, then the authority for decision making for any of these will be the Business Manager, the President or the Chairman.

Costs of Catering at Events

Where members book to attend an event where catering has been organised, members may be charged a nominal fee to partially cover / defray catering costs for the event. This charge may also cover any additional costs incurred by the Institute by members who register but then do not turn up without prior notification.

Any non-members to the event will be charged a higher fee to members which will be set for each event.

Council may vary these types of charges at any time and for any event.

Refunds for Events

Refunds will not be given for low charge Technical Meetings, however, a full refund will be given for higher priced workshops and events if four weeks or more notice is given. The transfer of tickets will be allowed to substitute delegates. However, if transferring from a member to non-member, the additional cost will be payable. Tickets will be for that event only and not be transferable to future events. Refund policies will be displayed as follows:

Technical Meetings - All sales are non-refundable. If the event is rescheduled, all purchases will be honoured for the next event date. If you cannot attend the rescheduled event, you may transfer your purchase to another person. Please contact events@ifsm.org.uk to notify them when a transfer is made from a member to a non-member then the additional cost is payable. If the event is cancelled, all purchases will be refunded in full.

Workshop Meeting and Higher Cost Events - Refunds will be issued in full for refund requests received up to four weeks of the event date. Within four weeks of the event, no refunds will be issued. However, you may transfer your purchase to another person and to do so please contact events@ifsm.org.uk to notify them, when a transfer is made from a

member to non-member then any additional cost will be payable. If the event is rescheduled, all purchases will be honoured for the rescheduled event date or may be refunded in full. If the event is cancelled, all purchases will be refunded in full. After submitting your refund request in writing by email to events@ifsm.org.uk please allow up to 30 business days to process your refund request.

Business Manager & Business Support Manager - Trivial Expenditure

The Business Manager & Business Support Manager are authorized by Council to expend at any one time up to a maximum of £200 without reference to the Chairman or President.

Extraneous Expenditure by Members of Council

From time to time, Council members may pay for activities, articles goods etc. which may be of benefit or linked to the Institute's activities. One example of this would be attendance on a course, paid for wholly by the Council member but the benefits are able to be used on Institute's business. Where a Council member feels that this is the case, they should submit a paper to the next Council meeting outlining their claim and Council will decide for each individual claim.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
30/03/22	H Hilton	2	All	Updated format, changed BSM to BM, added refund details for events.
05/12/23	H Hilton	3	3	Honorarium section added
20/03/23	H Hilton	4	2 & 3	Travel and Subsistence Expenses amended to include anyone on Institute business. Added one month time frame to submit expense form. Added option of staying with a friend or relative. Removed President as someone to get permission from.

Reviewers/contributors

Name	Position	Version Reviewed & Date
H Hilton	Business Manager	V2 – 30/03/22