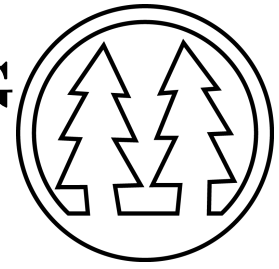


PAYMENT AND SPENDING POLICY

Woodcraft Folk DFs



Approved by: DF Committee

Document owner: DF Treasurer

Approval date: November 2024

Review date: July 2025

Previous versions of this policy are available on request. Please contact the DF Secretary via [email](#).

The most up-to-date copy of this policy will always be accessible via spanthat.world/files/policy/money.

Any references to this policy should use the link above.

Scope

This policy applies to three groups of individuals.

1. Those who are spending money on behalf of the DF Movement;
2. Those who are requesting a deferred payment for a DF Event;
3. Those who are having their travel expensed by DFs.

Purpose

The purpose of this policy is to aid the treasurer in issuing guidance surrounding payment for events and spending of DF Funds

Related Documents

Please contact the secretary via email for details of the related documents.

The policy starts overleaf.

1 Introduction

In this policy, the treasurer is required to be contacted for various reasons. The main form of contact for the treasurer is treasurer@spanthat.world.

2 Payment

Event prices vary between events, the final decision is held by the event coordinators within the pre approved budgets.

All DFs attending the event must pay the full amount for the days they are at the event. Events can be paid for by bank transfer, cash or cheques. We encourage advance payment but we accept payment on arrival to the event. If a DF arrives at an event without ability to pay or without prearranged deferred payment, they can be turned away. The DF movement has no responsibility to care for those who have not arranged payment for an event.

Those attending as a personal assistant of a disabled DF are able to attend free of charge. This must be discussed with the Events Rep and treasurer team.

2.1 Deferred Payment

If someone is unable to pay for a DF event, they can discuss this with the treasurer prior to the event to defer payment until a later date. The offer of this is at the treasurers discretion, they will treat each application on a case-by-case basis. The treasurer's decision is final. It is important to note that delaying payment complicates the tracking our finances, so payment beforehand is much preferred.

All payments must be recouped before they can attend another DF event. This is the responsibility of the events rep to check before an event.

3 Spending

Members of the Movement with roles, or event coordinators may need to spend money on behalf of DFs.

When spending on behalf of the Movement, i.e. spending for which we are financially responsible, it must be approved by the treasurer team. Examples of this would be: applying for grants, making a zine or running some training. You can do this by cc'ing the treasurer into emails when spending, or by running through your planned spending with them.

3.1 Budgets

When spending specifically for a social/business event, or for something with an allocated annual budget, it is your responsibility to ensure you are spending within the allocated budget. It is not necessary for event related spending to be pre-approved as you are given a budget. If you are not sure about whether a purchase you are making can be expensed, it is always best to ask the treasurer team and events rep.

For events outside the regular event calendar, such as Valentine's Hostel, Autumn Nocturne, or a day-long event, you should inform the treasurer of your plans before spending. It is important to put together a budget for your event, which the treasurer can help you with. If the treasurer team is not consulted, the movement is not financially liable for any losses, and our insurance will not cover the event.

3.2 Reimbursement

The DF Treasurer will receive invoices for venue and equipment hire and pay directly from the DF bank account. Other DF spending usually applies a reimbursement model, whereby the DF spending on behalf of the Movement claims back the money they have spent by submitting receipts to the treasurer.

It is not acceptable to deduct spending for an event from the attendance fee for that event expected from a DF in lieu of reimbursement. This is bad accounting and can count as embezzlement. All reimbursements **must** be made as separate payments and clearly evidenced by receipts or invoices.

Reimbursement claims for event spending will only be accepted up until the next DF event.

4 Thing Expenses

Things are the quarterly business meetings of the DF Movement. They are open to all DFs, but members of DF Committee are entitled to claim travel expenses when they attend Things.

When a role on DF committee is held by two DFs and both of them attend a Thing, only one of them may claim travel expenses.

Claims **must** be made before the next Thing to be accepted. Committee members should seek the cheapest travel options. If a member who is eligible for travel expenses books transport for a Thing less than 2 weeks in advance, the treasury team will only expense up to half (50%) of the cost. This will be up to the discretion of treasury team to allow for those with extenuating circumstances. This could include, but is not limited to:

- The Thing being organised less than 2 weeks before the thing happening
- Medical/mental health reasons
- Unavoidable job commitments