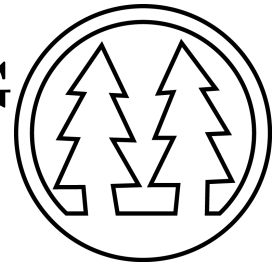


# PAYMENT AND SPENDING POLICY

Woodcraft Folk DFs



**Approved by:** DF Committee

**Document owner:** DF Treasurer

**Approval date:** March 2022

**Review date:** March 2023

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](https://spanthat.world/files/policy/money).

Any references to this policy should use the link above.

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## 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](mailto: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 cheque, cash or bank transfer. Money can be paid before or 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 registered 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

Some members of the movement with roles, or those running events may need to spend money on behalf of the organisation.

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.

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. At the time of writing this policy zine, training and Venturer committee liaison all have annual budgets, however this may be changed by the movement.

MEST-UP have a separate budget so spending on behalf of MEST UP is not covered in this policy.

For non-standard events, such as a valentine's hostel, a board game camp, or a seminar, 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.

## 4 Expensing Travel

Travel can be expensive when booked last minute. For this reason, 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 (not scheduling if can be sorted)