

## SWF Expenses Statement

Expenses may be claimed in approved circumstances by those undertaking activities on behalf of the SWF.

When assessing a claim, the following principles are followed:

1. Members on SWF duties shouldn't be out of pocket financially.
2. Expenditure should be authorised by committee prior to the expenditure taking place.
3. The activities should be organised in such a way as to represent an efficient use of SWF Funds

Travel expenses may be claimed automatically for Committee members attending Committee meetings including AGMs and SGMs.

To gain prior approval you should contact the SWF Treasurer [treasurer@swfcroquet.org.uk](mailto:treasurer@swfcroquet.org.uk) well in advance of the event, outlining the reason for the claim and anticipated costs. Mileage may be claimed at 40p per mile.

Once expenses have been approved and justified by an independent member of the committee and the event has taken place, expenses may be claimed and submitted to the Treasurer. Payment will normally be paid by BACS.

Claims will be accepted by email only and should contain the following information:

- Name of claimant
- Bank account details
- Itemised invoice with supporting evidence e.g. scanned receipts

All claims and receipts are kept electronically with no paper records.

**Policy reviewed:** December 2025

**Next review:** May 2028

*This is one of four financial statements / policies issued by the South West Federation of Croquet Clubs.*

*Development Grant – for new clubs*

*Expenses Statement*

*Qualifications Fund*

*Qualifications Travel Grant*

*These may all be found on our website [www.swfcroquet.org.uk/](http://www.swfcroquet.org.uk/) following the link to Financial in the Information for clubs tab.*