



COSCOIFF EXPENSES POLICY

- Charity Name: COUNTY SLIGO CHURCH OF IRELAND FAMILY FUND
- Date Adopted: 7 September 2022
- Minute Reference: 7 September 2022



The County Sligo Church of Ireland Family Fund will pay vouched and receipted expenses in accordance with agreed activities directed by the trustees and reflected in the operational plan for the fund.

Note: If you already have your own claim form system please amend the below information to reflect your own procedures. Otherwise you will be able to find the model forms referred to below on the parish resources section of the Church of Ireland website at the relevant links below.

Volunteers claiming such expenses must use a *CoSCoIFF Volunteer Expenses Claim Form*.

Where a member of staff incurs expenses in the course of discharging work on behalf of the County Sligo Church of Ireland Family Fund an approved *Fund Expenses Claim form* must be used.

Where invoices are received payment will be authorised by the Trustees.

All expenses will be subject to inclusion in the annual audit and will be administered with the support of the Department of Finance of the RCB.

