



## FINANCIAL GUIDANCE

**Contributors: Clive Richardson, Pat Black, Jerry Strong, Robert Locker**

### **Objective:**

Council Members and Officers are responsible as Directors for the sound financial governance of Society funds. The following guidance is intended to give direction to Council Members, Regional Committee Members, Judges, and Show and Sale Organisers and to achieve compliance with the Charities Commission guidelines. This guidance is not intended as definitive and/or complete and anyone in doubt about potential expense claims should contact the Chairman, Treasurer or Vice Chairman for further advice.

1. All Regions should aim to be self-financing by ensuring that the outgoing costs of regional activities are met by admission charges or fund-raising activities by the region.
2. Organisers of open days should consult with the RCM to agree the attendance fees and charges to ensure it adequately covers all the cost of the regional event including lunch, coffees, master judge's expenses, gifts for the host, etc. All one-off expenditures should be authorised by the RCM at the early planning stage.
3. Regionally generated funds should follow the Guidelines for Regional Council Members.
4. RCMs are entitled to claim reasonable travel expenses in connection with their work for the region and for the Society. This usually does not include mileage to regional meetings. Local agreements for hiring meeting rooms should be at minimal cost, for example members host meetings on their property for free or free room hire can be negotiated where bar meals by those attending are purchased on site.
5. The Society does not reimburse the cost of meals or entertainment for members under any circumstance.
6. If a speaker is invited to attend a regional meeting, the cost of his/her travel and meal should be met from regional funds.
7. Official Show & Sale expenses, i.e. advertising, travel and accommodation expenses for judges and inspectors should be charged to the JSS central funds. More specifically - judges and inspectors attending official Shows & Sales should be able to claim as agreed by Council, i.e. 45 pence per mile for road travel and £75 or the actual cost whichever is the lesser for one night of accommodation. If either the judge/inspector is selling at a sale in addition to judging or inspecting, none of the expenses are payable because it will be assumed the person would attend anyway.
8. Council Travelling Expenses: Council Members are expected to travel to Council Meetings in the most economical way. For example if flying or travelling by train then by booking early it is often possible to purchase cheaper tickets. Second class train travel fares are usually cheaper than first class. For travel across London, if Council members choose to use alternative forms of transport



other than the Underground, they can only claim whatever the cost of the tube would have been for that journey.

Road travel will depend on the distance travelled, and may not be economical, but if it is then mileage will be reimbursed at 45 pence per mile.

9. Field Officer expenses: The Field Officer has an important role in ensuring that the Breed standard is upheld and maintained and that judges operate in a consistent and professional manner. This includes the assessment of new judges, and guidance and discussion at Judges' Seminars held within each Region of the Society. This entails a considerable amount of travel which is reimbursed at 45 pence per mile for road travel. If it is not possible for an RCM or other member to offer the Field Officer overnight accommodation then £75 or actual cost whichever is the lesser for one night of accommodation is claimable. This is to bring the FO's expenses in line with other judges. Under certain circumstances where the Field Officer is attending more than one venue over two days, then two nights' accommodation can be claimed at £75 or actual cost whichever is the lesser per night in order to avoid to reduce unnecessary travelling between home and venue.
10. Regional expenses which are considered Breed Promotion expenses, i.e. taking the BP stand to NSA events in the region are reimbursable by the Society. Claims for travel and accommodation for helpers at NSA events should be approved by the Chairman and the Treasurer before the event.
11. Judges travelling to Ireland to judge or coming over from Ireland to judge can claim £100 towards the cost of their travel. As previously agreed by Council, £100 bursaries can also be paid to prospective judges attending Judges Assessment Days and young members travelling from Ireland to attend Young Handler events. Normally there is a limit of 8 of these per year. Judging Flock Assessments in Ireland are considered under the same guidelines as those in UK. Other than these circumstances, expenses for judging at shows will not be reimbursed. Usually such expenses can be claimed from the show organisers.
12. Judges undertaking the judging of Flock Assessments should be able to claim all reasonable incurred expenses including travel and accommodation from central JSS funds. Accommodation will be reimbursed at £75 or actual cost whichever is the lesser for one night's accommodation. Wherever possible RCMs should try to arrange accommodation with members and/or ask members to ferry judges around to save costs. Car hire should only be approved and paid when this is absolutely the last alternative, i.e. judges fly to a region and have no other option than to hire a car. Otherwise judges are expected to use their own vehicles. The assessment fees are agreed by Council and must be applied. Judges cannot claim expenses to travel to flock assessment prize awards.
13. Raffles or auctions or similar fund raising activities can be held at regional events and the money raised should be used to fund regional activities in connection with the promotion of Jacob Sheep. Fund raising for specific trophies or similar should be ring-fenced by the Treasurer in the accounts.
14. At the Royal Highland, Great Yorkshire, Royal Welsh, Three Counties and many other shows informal post-judging get-togethers for members are organised by the RCM or committee



members and should be funded entirely by sponsorship (donations) and never by central Society money.

15. At some AGM weekends, auctions are held with 25% of the hammer price going to the Society. The AGM is a national activity and the funds raised during the AGM should be used to fund the AGM and should not be retained by the region. Any excess should go to fund the AGM and in the very rare case that an excess still exists this should go to the JSS Central fund.