

Protocol for approving expenditure by wardens and Friends claiming expenses.

1. Any recurring payments such as window cleaning payable without reference to the treasurer.
2. Any items costing £25 or less (i.e. single items - total expenses claim can amount to more than that if it includes several items) payable without reference to treasurer.
3. Items costing over £25 but no more than £500 payable after checking with the treasurer.
4. Items costing more than £500 should be approved by Premises Committee and PM. In cases where the payment is urgent (e.g emergency plumbing repairs) approval can be given by the treasurer and convener of Premises Committee and simply recorded at PM.