



# Finance & Expenses Policy

## interpretations

*“Staff” are all members including directors, freelancers, volunteers or anyone working on behalf of deep:black.*

*“Directors” are those deep:black members that hold a company share of deep:black london.*

## Purpose

Sustainability is a core value of deep:black london (deep:black), and the company is committed to the efficient and effective use of all its resources in all aspects of its work in order to safeguard the sustainability of projects, staff and the company itself.

This policy is designed to ensure that:

1. All deep:black staff have a clear and consistent understanding of procedures for invoicing fees and claiming business expenses
2. All deep:black staff are reimbursed for legitimate business expenses
3. deep:black can provide the appropriate level of accounting & business controls so that expenses are made cost-effectively and are reviewed & approved by the appropriate person

## invoicing

1. Staff must send invoices to deep:black promptly on completion of work, ideally by the end of the calendar month in which the work takes place unless anything else is specified in the contract. These invoices will be paid on receipt of any paper work required by the staff as outlined in the contract
2. Invoices are paid on 14th and 28th of the month by BACS into the bank account specified by the staff/associate or by cheque to the address provided. It's the the responsibility of staff to inform deep:black of any changes to their bank account details or address.
3. Invoices should be typed and can be submitted by email to the person named in the contract; the following information should be supplied on all invoices to assist prompt processing and payment:
  - Our address (deep:black london, Kingsley Hall, Powis Road, London E3 3HJ)
  - Your tax reference number
  - Invoice date
  - Your invoice number
  - Our project code if applicable (this will be printed on your contract for the work)
  - Our contract number if applicable (this will be printed on your contract for the work)
  - Description: ie, dates of work, day or half day, meeting/preparation/delivery and fee
  - Total fee
  - Your name and address to which you want the cheque sent or bank details (account name, number and sort code) for account you want us to make BACS payment to
  - Your signature.
4. Some pieces of work will require staff to keep time sheets of their hours worked or use a pro-forma to specify delivery details; this will be specified in the contract and relevant templates will be provided by deep:black
5. Staff are requested to submit separate invoices for separate pieces of work, (ie, in

accordance with the course codes/contracts, explained above) and in an email that's separate from other issues related to the delivery of the work

### **Claiming expenses**

1. Depending on the work that a staff is contracted for additional expenses might be allowable and will be reimbursed; this will be specified in the contract
2. All expenses that staff are eligible to get reimbursed must be claimed following these procedures
3. It's the responsibility of the staff to ensure that these are followed so that deep:black can make reimbursements promptly
4. deep:black endeavours to reimburse staff within 14 days upon receipt of the required documents as outlined
5. Staff are required to submit the original receipts in order to be reimbursed for any expenses incurred
6. If under exceptional circumstances staff are not able to provide the original receipt they need to contact deep:black and request a deep:black receipt to be raised instead
7. Staff are asked to submit their expenses promptly on completion of work, ideally by the end of the calendar month in which the work takes place

### **Allowable expenses**

#### Subsistence:

1. Lunch is not normally provided by deep:black to staff unless specified in the contract. Where lunch is provided we pay £5 per person that will get reimbursed as an expense following the above procedure.
2. Evening meals are only provided by deep:black where work that staff are contracted for requires over-night stay; this will be specified in the contract. We pay £12 towards the cost of the meal which will be reimbursed as an expense following the above procedure
3. Staff must provide the following information in order to be reimbursed for any business related meals or entertainment expenditures:
  - Names of individuals present, their titles and company name
  - Name and location of where the meal or event took place
  - Exact amount and date of the expense
  - Receipts for all expenditures

#### Telephone & Internet:

1. Staff will be reimbursed when using their personal mobile telephone, calling cards or home phone for business related phone calls which are reasonable and necessary for conducting the work; this will usually be specified in the contract
2. Staff will be reimbursed when incurring costs for accessing internet during business travel which is reasonable and necessary for conducting the work; this will usually be specified in the contract
3. To claim costs related to telephone/internet use staff are expected to use the standard Purchase Requisition Form with an original copy of the bill attached

#### Travel:

1. Volunteers are always eligible to get the costs of public transport for travelling to/from work reimbursed; they will be asked to submit receipts of journeys undertaken.
2. deep:black will not reimburse the costs for using private cars unless required to transport equipment; but will reimburse volunteers travelling by bicycle at £0.20 per mile. Volunteers need to submit a calculation of their miles with their claim form.

3. If staff live within twenty miles of the venue where the work they are contracted for is taking place they will pay for their own travel to and from the venue.
4. For work within London staff living within the M25 will need to pay for their own travel to the venue. Staff living outside the M25 will have their travel paid by train from their nearest mainline rail station to the London mainline station that train goes to. They will then pay the local transport themselves.
5. For work outside London staff will get their train ticket paid from their local or London mainline station to the destination town. Where the work is close to the station (i.e. less than a mile) and there are no public transport options, staff may be required to complete the journey by foot.
6. Taxis will only be used by staff if agreed in advance in the following circumstances:
  - staff carrying heavy luggage or equipment
  - staff travelling in a group making a taxi more economical
  - personal safety issues make other travel unsuitable
  - public transport being inadequate in the area travelled to
7. To claim costs related to travel staff are expected to use the standard Purchase Requisition Form with an original copy of the receipt attached

#### Business Entertainment

1. Entertainment is “business entertainment” when it is provided free as part of work to persons who are not staff of the company. Business entertainment includes provision of
  - Food & drink;
  - Accommodation (such as in hotels);
  - Theatre & concert tickets;
  - Entry to sporting events and facilities;
  - Entry to clubs and nightclubs;
  - Use of capital assets for the purpose of entertaining.
2. Staff will seek approval from deep:black for any business related entertainment prior to making any arrangement with partners or clients

#### **directors' expenses**

1. In addition to expenses incurred as part of contracted work and claimed back as outlined above, deep:black directors may incur business expenses that are part of running and developing the company
2. Any such expenses are submitted to the deep:black treasurer at the end of each quarter to be entered into the company's accounts; deep:black directors are to decide collectively which expenses are to be reimbursed and when this will happen
3. To submit their expenses deep:black directors will list them on an Expense Claim Form and send an electronic copy as well as submit a signed paper copy with the original receipts attached
4. Expenses for projects or the company are agreed by consensus if they exceed £50.00

***This policy was approved on 01 September 2011  
This policy was last reviewed on 17 October 2014  
This policy next be reviewed in: October 2016***

