

AREA DEANS – STIPEND UPLIFT AND EXPENSES OF OFFICE

Section 1. General Principles

- a. The additional responsibilities of an Area Dean are recognized in the payment of a stipend uplift of £800.
- b. It is the policy of the Diocesan Board of Finance (DBF) that the relevant expenses of an Area Dean should be reimbursed in full.
- c. The expenses incurred in the fulfillment of the functions of the Area Dean should be distinguished from those incurred in the discharging of parochial responsibilities. These should be recorded separately and claims made against the PCC or DBF respectively.
- d. The DBF does not meet expenses related to the meetings of the Deanery Synod or its Committees and these should be paid for from Deanery Synod budgets.
- e. Reimbursement will be on the basis of written claims for actual expenditure, accompanied by receipts where appropriate.
- f. Car mileage will be reimbursed at the prevailing rates published by the DBF and claims must be detailed on the form provided by the Board.
- g. Claims should be made at the end of each quarter. Claims which do not follow this pattern will require the explicit authorization of the Diocesan Secretary.

Section 2. Relevant Expenses

The DBF will reimburse expenses incurred for the following items:-

- a. Car Expenses
 - i. Mileage – at the agreed current rate of the diocese
 - ii. Parking
- b. Travel and Subsistence
 - i. Public Transport
 - ii. Accommodation
 - iii. Meals
- c. Office Expenses
 - i. Postage
 - ii. Stationery
 - iii. Telephone calls
 - iv. Consumables
 - v. Equipment Repair and Maintenance

- d. Miscellaneous
 - i. Courses/Conferences
 - ii. Hospitality - this should be modest expenditure on, for example, the provision or purchase of a meal for Chapter meetings. Where an Area Dean believes that more substantial hospitality may be appropriate this should be agreed in advance with the Diocesan Secretary
 - iii. Other relevant expenses

- e. Capital equipment - It may be possible to offer assistance with certain items related specifically to the role of Dean, for example, an additional filing cabinet to maintain separate records. Such items remain the property of the DBF and it may have to be returned to the DBF or passed to the Area Dean's successor. All proposed purchases must be agreed in advance with the Diocesan Secretary.

- f. Secretarial Support – Area Deans may claim the cost of limited secretarial support up to £500 per annum. Any support in excess of that figure must be agreed by the Diocesan Secretary in advance. The reimbursement of expenses related to secretarial assistance should not be construed as creating an employment relationship between any individual and the Manchester Diocesan Board of Finance.