

WORKING EXPENSES

AGREEMENT BETWEEN CHURCH COMMISSIONERS AND HM REVENUE & CUSTOMS

1. This agreement relates only to those who are paid through the Church Commissioners' clergy payroll.
2. Where you incur any costs "wholly, exclusively and necessarily in the performance of your duties" in any of the categories listed overleaf, **and** these costs are exactly reimbursed by a third party (e.g. PCC, DBF, Cathedral Chapter, etc), you should not include these items on your tax return, i.e. **neither** as a reimbursement (under Income) **nor** as a deduction (under Expenses).
3. Where the costs you incur are not exactly reimbursed, or where you incur costs in any other categories not listed overleaf, you still need to include these on your tax return.
4. This agreement only covers situations of exact reimbursement. Please note that the inclusion of an item in this Agreement does not necessarily mean it would qualify for tax relief in any other circumstances (e.g. where you meet the cost yourself).
5. You are reminded that you are still under a legal obligation to maintain full records relating to your expenses. HMRC is entitled to ask to see these, as part of a tax investigation. Nevertheless, it is hoped that this agreement will significantly simplify the annual completion of your tax return.

October 2007

Postage

Stationery and other office consumables

Photocopying/printing (including literature and publicity for church-based courses)

Telephone/fax rental

Work-related telephone/fax calls

Secretarial assistance

Repair or replacement of furnishings for parts of house used for work purposes

25% house contents insurance

Reasonable hospitality (a) official visitors; (b) church gatherings

Cleaning, repair or replacement of robes

Books used in preparation for, or conduct of, divine worship; Crockford's Clerical Directory; General Synod publications; Church House Publishing products. Electronic versions (e.g. CDs; computer downloads) of these

Provision of locum tenens

Hire of accommodation for official meetings or church gatherings

Training events (conferences, meetings, sabbaticals, study leave etc) where attendance is compulsory (ie part of job description or specifically authorised by a CME officer, archdeacon or bishop)

Subsistence (additional cost of meals and accommodation incurred whilst performing duties away from normal workplace)

Public transport fares

Payment of congestion charges, parking and road tolls in connection with travelling in the performance of your duties.