

Section V

FINANCE

A. HOUSING ALLOWANCE

1. EMPLOYING ORGANISATIONS ON OLD SALARY STRUCTURE

- (a) The following provisions apply to those qualifying employees whose employing organisation has **NOT** adopted the new package salary structure or individual employees who have not accepted their revised salary structure.

While the employer does not have a liability/responsibility to house any employee a housing allowance is made to assist employees with their accommodation costs. It is the responsibility of each individual employee to ensure that they seek independent advice from recognised legal or financial advisors before committing themselves to purchasing and/or renting property.

Housing allowances shall be approved by the BUC Executive Committee within the categories defined and the financial limits set by the Remuneration and Audit Committee which will review these annually. These allowances are pro-rated for part-time staff. The London housing allowance will be applied to employees whose place of work is within a 40-mile radius of Charing Cross.

- (b) Exceptional Additional Housing Allowance

When an employee is required to move by his/her employer to a new location and the relocation necessitates both

- the sale or letting of the employee's current property and the purchase or renting of another property and
- the employer requires the employee to relocate in the new area of assigned work before the employee has completed the sale or letting of the employee's current property.

such employees may be eligible during the transitional period to receive a second housing allowance for up to a maximum period of six months under the following conditions:

- (i) Employees have provided the employer with documentation that has demonstrated that they are actively seeking to sell or let their existing property.
- (ii) The employer confirms in writing that, due to the requirements of the new post or to the failure of the employee to secure the sale or letting of his/her current property by a given date, the employee will qualify for the additional housing allowance payment.
- (iii) The maximum period for this additional housing allowance is up to six months from the date of the relocation of their accommodation to the new assigned area of employment. The additional allowance will cease on the date that the sale or letting of their current property is completed if this date precedes the six-month limit.
- (iv) In exceptional cases, where circumstances beyond the control of the employee have frustrated the employee's ability to complete the sale or letting of his current property within the maximum period, the employing

body's executive committee may consider a request by the employee that an extension to the six-month limit be granted.

2. EMPLOYING ORGANISATIONS ON PACKAGE SALARY STRUCTURE

- (a) Where employing organisations have adopted the new package salary structure and the individual employee has accepted his/her revised salary structure the following revised provisions under this section will apply.

The employer does not have a liability/responsibility to house any employee. It is the responsibility of each individual employee to ensure that they seek independent advice from recognised legal or financial advisors before committing themselves to purchasing and/or renting property.

A London Weighting allowances shall be approved annually by the BUC Executive Committee within the categories defined and the financial limits set by the Remuneration and Audit Committee which will review these annually. These allowances are pro-rated to the individual employee's Salary Percentage and are further pro-rated for part-time staff. The London Weighting allowance will be applied to employees whose place of work is within a 40-mile radius of Charing Cross.

- (b) Transitional Allowance

When an employee is required to move by his/her employer to a new location and the relocation necessitates both

- the sale or letting of the employee's current property and the purchase or renting of another property and
- the employer requires the employee to relocate in the new area of assigned work before the employee has completed the sale or letting of the employee's current property

Such employees may be eligible during the transitional period to receive a transitional allowance for up to a maximum period of six months of 25% of the employee's current salary package for workers outside the London weighting area or 34% of the employee's current salary package plus London weighting for workers within the London weighting area under the following conditions:

- (i) Employees have provided the employer with documentation that has demonstrated that they are actively seeking to sell or let their existing property.
- (ii) The employer confirms in writing that, due to the requirements of the new post or to the failure of the employee to secure the sale or letting of his/her current property by a given date, the employee will qualify for the additional housing allowance payment.
- (iii) The maximum period for this additional housing allowance is up to six months from the date of the relocation of their accommodation to the new assigned area of employment. The additional allowance will cease on the date that the sale or letting of their current property is completed if this date precedes the six-month limit.
- (iv) In exceptional cases, where circumstances beyond the control of the employee have frustrated the employee's ability to complete the sale or letting of his current property within the maximum period, the employing body's executive committee may consider a request by the employee that an extension to the six-month limit be granted.

B. SECOND MORTGAGE/SHARED INVESTMENT

Employing organisations are no longer able to offer employees the provisions of a second mortgage. Where funds have been made available in the past by the employing organization by way of a second charge, the following conditions apply to its discharge. The denominations' solicitor shall be used to effect the discharge of the second mortgage.

1. In determining the sum to be repaid on redemption of the second mortgage the employing organization will use the Building Society Association bulletin or the Nationwide UK Premier House Price Index (whichever is more advantageous to the employee). This will be done by comparing the average regional house price for the area concerned at the time of purchase with that pertaining at the time of sale and increasing/decreasing the amount repayable on the second mortgage accordingly.
2. The second mortgage will be repayable on the sale of the house, on retirement, on cessation of employment with the BUC, or earlier if so desired by the employee. (The employing organisation's share of capital gain/loss being the above noted per cent of total gain/loss).
3. An annual statement shall be sent to employees with a second mortgage by the denomination giving information regarding the prevailing redemption value of the mortgage.

C. VOLUNTARY EARLY REDEMPTION OF SECOND MORTGAGE

The following policy applies with reference to the voluntary early redemption of second mortgages:

1. Settlement should not be less than the face value of the original loan.
2. Any discount should not exceed 10% of the required settlement value.
3. The discount should be recoupable in two years by the interest, at current rates, arising from the investment of the repayment figure.

D. DENOMINATIONAL HOUSING STOCK

Tenancy and rental of all denominational housing stock, with the exception of retirement properties, is determined by SDAA Ltd. Market rents will be set by the SDAA Ltd Board. Each tenancy shall be subject to an assured shorthold tenancy prior to occupancy.

E. RELOCATION AND REMOVAL ALLOWANCES

The BUC policy provides the following reimbursement for relocation and removal expenses to qualifying employees:

1. HOUSE SALE AND PURCHASE EXPENSES

The following house sale and purchase expenses will be paid by the employer up to a house valuation for a three bedroom semi-detached house with central heating and garage in the area of purchase, in accordance with the Building Society Association bulletin or the Nationwide UK Premier House Price Index (whichever is more advantageous to the employee).

- (a) Legal expenses for sale and purchase including stamp duty.
- (b) Estate agent's commission. In cases where a sale is transacted without the services of an estate agent, the maximum reimbursement for alternative arrangements for which invoices need to be submitted shall be ¾% of the sale price.
- (c) Administration fee relating to the redemption of the former mortgage.

- (d) Administration fee relating to the negotiation of a new mortgage.
- (e) Basic survey cost if required by the lender, but not a full structural survey.

2. REMOVAL EXPENSES

All removal expenses must be authorised by the treasurer of the employing organization that has requested the employee to move location, and for this purpose the employee is required to submit at least two estimates.

3. RELOCATION EXPENSE

When an employee is asked to move to a new place of work by their employer and the move requires them to relocate their place of residence a relocation expense up to 50% of the monthly salary factor shall be granted.

4. ELIGIBILITY

The following employees will qualify for all the above expenses subject to the caveats provided under clauses, Voluntary Transfer/Relocation, Investment in a Second Property, and Delayed Sale of Current Property:

- (a) Current employees whose contract of employment requires them to move at the direction of their employer when they are asked to move to a new place of work by their employer and the move requires them to relocate their place of residence.
- (b) Current employees whose contract of employment requires them to move at the direction of their employer and who have been renting their accommodation may qualify when they make their first purchase of a property within their current assigned district.

Such employees will not be aware of the imminence of their next move to a new location by their employer. Consequently, employees in this category will only qualify for the above allowance if they have consulted with their current employer and the latter has agreed in writing prior to the employee commencing the negotiation of the purchase of a property.

- (c) When employees, whose contract of employment has required them to move at the direction of their employer, retire within the territory of the BUC and become pension plan beneficiaries, they will be eligible to a final house sale and purchase expenses, removal expenses and relocation expense.

The expenses for employees in this category will be payable by the employee's last employer provided that the move is made within two years of the date of retirement. If extenuating circumstances prevent a sale and purchase within this time limit the terms of any deferral shall be agreed and minuted by the final employing organisation at the time of retirement.

5. VOLUNTARY TRANSFER/RELOCATION

When employees move during their employment of their own volition from one house to another, they will not be eligible to claim from their employer any of the above expenses.

6. INVESTMENT IN A SECOND PROPERTY

When employees, who have been asked to move to a new place of work by their employer and the move requires them to relocate their place of residence, choose to retain their current property and to invest in a second property in their new location they will not be eligible to claim the House Sale Expenses allowance on their current property at some future date.

7. DELAYED SALE OF CURRENT PROPERTY

When employees are asked to move to a new place of work by their employer and the move requires them to relocate their place of residence, eligibility for the House Sale Expenses allowance requires that the sale of their current property takes place at the time of their relocation to their new district.

Where personal circumstances may lead an employee to wish to defer the sale of their current property, such deferrals of the sale of the employee's current property will need the written approval of the employer, at the time of the relocation, if the employee wishes subsequently to claim the House Sale Expenses allowance.

8. LOCATION WITHIN NEW DISTRICT

It is expected that employees who wish to claim the above Relocation and Removal Allowances will insure that their new residence is located within their new pastoral district so that they are able to serve effectively, efficiently and economically.

F. MOTOR VEHICLES

1. CAR ALLOWANCE

(a) Conference/Mission/Institutional Officers Car Fixed Cost Allowance

The car fixed cost allowance rates will be set annually by the Remuneration Audit committee and approved by the BUC executive committee.

(b) Travel Budget Mileage Rates

Reimbursement of business mileage within the monthly travel budget allowance and within Inland Revenue Approved Mileage rates (or such other rates as either BUC policy or the employing organisation may from time to time determine).

(c) Mileage Rates

The mileage rate for all authorised journeys by volunteers and employees without travel budgets shall be at the lower Inland Revenue approved mileage rate.

2. TRAVEL BUDGET CLAIMS

(a) Employees are expected to keep a record of daily business and personal mileage as well as documentation for all fixed and running costs for use in any personal negotiations with the tax authorities.

(b) Employers when making reimbursements on travel budgets have a liability to the Inland Revenue that they have good reason to accept the legitimacy of the expenses being claimed. Each employee who has a travel budget is therefore responsible for completing his travel expense form on a monthly basis. Employing organisations will not reimburse travel claims that are submitted more than three months after the period to which they relate.

3. CAR INSURANCE

All employees receiving reimbursement for their travel are expected to ensure that they have comprehensive car insurance which includes cover for business use.

G. EQUIPMENT ALLOWANCES

1. PROFESSIONAL EQUIPMENT

- (a) Ministerial employees, bible workers, administrators and departmental directors are eligible for an annual equipment allowance, on the purchase of work-related equipment, subject to the provision of satisfactory receipts. Prior approval from the Union/Conference/Mission officers must be received by the employee, before the purchase of any equipment, on which they wish to make an equipment allowance claim. The allowance cannot be backdated or carried forward.
- (b) Employing organisations within the British Union Conference shall determine annually the level of the professional equipment allowance up to a maximum of 50% of the monthly salary package factor.
- (c) All equipment purchased as above shall be recognised as part of the ministerial employee's personal inventory.

H. PERIODICALS AND PROFESSIONAL JOURNALS

1. "ADVENTIST REVIEW"

The cost of any employee's subscription to the "ADVENTIST REVIEW" shall be met as follows:

Employee	:	two-thirds
Employing organization	:	one-third

2. "MINISTRY" MAGAZINE

Ministers, Associates in Pastoral Care, Bible Workers, Institutional Officers, Departmental Directors, Literature Evangelists with missionary credentials, and retirees with Emeritus Ministerial Credentials are entitled to receive the "MINISTRY" magazine free of charge, this cost to be borne by the employing organization, or the BUC in the case of retirees.

3. "JOURNAL OF ADVENTIST EDUCATION"

All teachers in denominational employment are entitled to receive the "JOURNAL OF ADVENTIST EDUCATION" or the "MINISTRY" magazine free of charge, the cost to be borne by the employing organization.

I. TRAVEL BUDGET ADVANCE

Within the provision for travel of pastoral and elected personnel (see F. above) there is an element of Fixed Car Cost Allowance. For pastoral workers this Allowance is not paid as a separate amount but is included in the reimbursement of travel at the higher HMRC rate.

Where a new employee, or an existing employee under extreme circumstances, who will be required to use a car in the normal fulfilment of their role, has difficulty with obtaining finance to purchase a suitable vehicle, they may apply in writing to their employing body to receive an advance of up to two years Fixed Car Cost Allowance. The maximum advance will be within the amount allowed by HMRC as a non-taxable beneficial loan. The Advance is not a loan subject to the Financial Services Act.

For pastoral employees the advance will be recouped by a reduction to the lower HMRC rate being applied to the remuneration of their monthly travel. Any remaining balance on the advance at the severance of service will be deducted from any final salary or settlement due.

The agreement for such a travel budget advance will be approved by the officers and recorded by the Executive Committee.