The following guidance notes are provided to assist Members of the LFB Welfare Fund seeking reimbursement for all authorised expenditure incurred by them on behalf of LFB Welfare Fund Members (Serving and Retired) in respect to the following circumstances: -

1. The purchase of any item for Fund Members use, or benefit, at their place of employment by the London Fire Brigade (e.g., Fire Station, Fire Safety / Training / Area / BHQ office)
2. The purchase of any item for Fund Members use, or benefit, whilst participating in a Watch / Station / Department / Area sports team or social sporting activity
3. The authorised expenditure incurred subsidising Fund Members attending or participating in an approved social event (E.g., Watch/Station reunion, retirement party or any Watch/Station/Department team building/bonding event, sports activity, or trip)

Any claim submitted for any purchase, event or activity that was not authorised by the relevant Area/BHQ Committee, or does not comply with this guidance, will be rejected, and returned unpaid.

All claims submitted for the reimbursement of items purchased or social/sporting events are to comply with the following guidance notes.

1. **Purchase Claims**

All claims for items purchased for the use, or benefit, of Fund Members at their place of employment within the LFB must comply with the following: -

* Be authorised by the relevant Area / BHQ Committee member before purchase
* Where required by the Area / BHQ Committee, the claimant will be responsible for securing and providing proof of any necessary approval required by the Welfare Fund from the appropriate manager (i.e., Station Commander, Team Leader, Head of Department) before purchasing
* The claimant must complete the correct form in full and submit to the relevant Area / BHQ Treasurer for reimbursement.
* The claimant must provide an invoice or ‘proper receipt’ to support any claim. (A ‘proper receipt’ being a receipt which shows the supplier of the item and their VAT number, the full amount of the expenditure, the date of the purchase. **Note: Credit Card receipts are not considered acceptable**
* Reimbursement must be claimed within 8 weeks of the purchase of the item
* If the supplier does not issue an invoice or ‘proper receipt’ electronic receipt a handwritten proof of payment may be accepted but must include the following:
  + The date and time of the purchase
  + Purchase details and price
  + Name/location of the business
  + Name of the person purchasing
  + Any VAT charged.
  + How much was paid and proof of payment
* Scanned/electronic forms, invoices and receipts are permitted if they comply to the above

1. **Social & Sporting Events - Subsidy Claims:**

All claims for a subsidy in respect to a social and/or sporting event must comply with the following: -

* The event/activity must be authorised by the relevant Area/BHQ Committee prior to the event. No reimbursement will be provided for unauthorised events
* The claimant must provide an official receipt for the claim
* Any costs for the provision or supply of alcoholic beverages are not permitted to be claimed
* The maximum subsidy provided for any social activity/sporting event is 50% of the cost per Welfare Fund Member up to a maximum of £50.00 per Welfare Fund Member
* A valid claim requires the participation of at least 4 Members of the Welfare Fund
* The claimant accepts responsibility for providing photographs and a written article for the Event that may be published in the Welfare Fund Magazine (WFM) or on the Welfare Fund’s social media channels.

1. **Hall/Pitch Hire:**

* The maximum claim that can be made for hall hire is £150 – claims for food, drinks or entertainment are not eligible
* The maximum claim that can be made for pitch hire is £100 – claims for referees and other costs are not eligible

1. **Station/Sports Equipment:**

* Where applicable the claimant may be advised they need to seek permission from their Station Commander before purchasing any items
* For some items the Area/BHQ Treasurer may directly purchase an item on behalf of the claimant from a preferred supplied and arrange delivery
* All items that are purchased must be approved and permitted by the LFB. It is the claimants’ responsibility to check with their Station Commander if unsure and seek approval. Please note there are different rules as to what is permitted within a LFB owned property versus leased (PFI).

***PLEASE NOTE CLAIMS THAT HAVE NOT BEEN COMPLETED IN FULL AND/OR WITHOUT A FULL RECEPIT WILL BE RETURNED***

**Welfare Fund Representatives - Contact Details**

**BHQ**

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