

SECTION 2 – FINANCE

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 23 November 2012

Revised: Coordinating Council

Date: 21 November 2015

2.8 Assembly Expenses

2.8.1 Purpose

To enable the equitable sharing of expenses for the Bi-Annual Assembly of the Territory of the People Anglican Church (TOTP), this policy relates to the division of expenses when Assembly is called.

2.8.2 Process

1. **TOTP Budget:** The expenses of Assembly to be paid from the TOTP budget shall be as follows:
 - a. The cost of the Assembly location, program, Assembly guests and speakers
 - b. The travel costs of clergy and lay delegates to and from Assembly according to the TOTP Travel Policy rates in effect at the time of the Assembly
2. **Parish Budget:** The expense of Assembly to be paid by the Parish shall be as follows:
 - a. The cost of room and board for clergy and lay delegates during Assembly; accommodation can be either billet, camping or hotel/motel.
 - b. The registration fee for clergy and lay delegates to Assembly.
3. **Personal Budget:** The expense of Assembly to be paid by others attending Assembly shall be as follows:
 - a. All expenses for Assembly attendees other than clergy and lay delegates, or Assembly guests and speakers, shall be borne by those individuals attending, including Lay Ministers of Word and Sacrament, and retired clergy.