

HANDBELL RINGERS OF GREAT BRITAIN

Recording form for payments, benefits or hospitality whilst on HRGB business



Your name..... Date..... Regional or National business.....

Any HRGB member who is offered payment, benefit or hospitality whilst carrying out HRGB business must complete this form whether or not the payment, benefit or hospitality was accepted and pass it to the appropriate Regional Secretary or the National Secretary.

Please ensure that you do this in case there are any questions at a later date about the payment, benefit or hospitality you received. Please give as much information as possible about the reasons and what the benefit was for HRGB.

Please note that a cup of tea / coffee or a promotional ball-point pen need not be recorded. The lower value-limit for this record should be considered to be £2.

Date passed to Regional / National Secretary..... Date received..... Secretary's signature.....

Payments, benefits or hospitality

What is/was the payment, benefit or hospitality	Who offered it?	What was the reason? What were you doing for HRGB at the time?	Value of the payment / benefit (£)	Payment / benefit / hospitality accepted Yes/No?	Additional notes