

## 9.3.1 Guidelines for the Cooperative Ventures Removal Fund

### Purpose

The purpose of the Removal Fund is to enable Cooperative Ventures to pay for the cost of moving household effects, travel, accommodation and other expenses for ministers moving into their parish from anywhere in New Zealand.

### Membership

1. The membership fee per stipended minister for a parish to belong to the fund is set in March each year for the financial year beginning on the 1 July of the same year.
2. Payments are to be made monthly by automatic payments, or annually on the 1 July of each financial year.
3. A local church may join the fund at any time.
4. A local church must belong to the fund for a minimum of five years.
5. A local church wishing to withdraw from the fund must give 12 months notice no earlier than the end of the fourth year of membership.

### Removal Expenses

The fund will pay for the following expenses:

1. Reasonable expenses to move household effects no more than 43 cubic meters
2. Insurance for "Goods in transit" up to an approved value.
3. Travel cost for one car at an approved rate per kilometre.
4. Reasonable accommodation and travel costs for the family.

The rate for insurance, costs and overall costing is regularly reviewed by the finance committee of UCANZ and all payments are approved by that committee.

### Process for Moving

1. Minister to obtain three quotes for the move.
2. Submit quotes with a recommendation to the UCANZ office for approval by the Finance Committee.
3. UCANZ office will approve a quote and advise the chosen company that the fund will pay for the move.
4. Travel and accommodation costs will be reimbursed on the production of receipts and a written request of distance travelled for a mileage allowance.
5. **The fund will honour only expenses it has given prior approval for.**

### Exceptional Circumstances

In exceptional circumstances a parish may apply in writing for a waiver of the notice given to withdraw from the fund.