

CSV Full-Time Volunteering costs

1st April 2011 to 31st March 2012



The costs payable to CSV

CSV offers two levels of service to all CSV Full-Time Volunteering customers based on their requirements.

The standard package

This consists of a retainer charge of £3000 per annum (£250 per month) per volunteer. This charge is to retain the services of CSV and is not a placement fee for volunteers. As such the charge is payable whether or not you have volunteers in place. The retainer is a contribution to the costs of our ongoing service provision which consists of:

- Volunteer recruitment.
- Interview and assessment.
- Placement of individual volunteers.
- Post placement support services e.g. named accessible local point of contact, problem solving and trouble shooting, day to day advice and support, information on working with volunteers, development of volunteer role descriptions.
- Quality assurance and monitoring e.g. one month and annual reviews.

The enhanced package

This comprises the standard package outlined above plus one or more of the following elements:

- Accommodation management. CSV will manage all leases and arrange the payment of rent, Council Tax (including claiming discounts where applicable) and utilities - the charge for this is 20% of the overall costs of the accommodation.
- Administration of volunteer subsistence - the charge for this is 10% of the total volunteer subsistence costs.

In addition we offer the following services and would be happy to discuss your specific requirements in these areas and potential fees:

- Induction and training of volunteers.
- Supervision of volunteers.
- ** for full terms and conditions, please read the small print on the last page*

Development Fee

This is a one off fee of £200 that contributes to the costs we incur during the initial set up and development of CSV Full-Time Volunteering role/s with you. This fee will be charged at the point when we have agreed and written up the volunteer role description and begun searching for a volunteer.

The costs payable to the volunteer

All Full-Time volunteering customers are responsible for providing CSV volunteers with the following throughout the duration of the placement (including breaks).

- Subsistence to include:

£35 each week towards each volunteer's day to day expenses.

£40 each week towards each volunteer's food or food/meals provided or a combination of both.

- Each volunteer's initial travel costs from their home to the project, and the project back to their home at the end of their placement. Travel to and from the project is also payable when the volunteer takes a scheduled one week break.
- International volunteers travel is payable to and from the port of entry and to a mainland destination in the UK during a scheduled one week break.
- Each volunteer's fares and other out of pocket expenses incurred.
- Each volunteer's accommodation costs related to their placements including heating, lighting, council tax and television licence.

- ** for full terms and conditions, please read the small print on the last page*

The costs payable to CSV: the small print

Terms and conditions

The CSV costs are always payable in advance. Payment can be made in the following ways:

- Total paid in a lump sum
- Through quarterly invoices or standing orders of £750 per volunteer
- Through twelve monthly invoices or standing orders of £250 per volunteer.

CSV's terms and conditions of payment are settlement within 30 days of the date of the invoice.

Should payment not be made within 30 days CSV reserves the right to charge interest from the due date of 1% above the base rate for the time being of Natwest bank. Such interest shall accrue on a daily basis and be compounded quarterly.

The amount invoiced is exclusive of VAT which would be payable in addition by all customers on any amounts considered by HM Customs and Excise to be subject to VAT at the rates in force at the time. Customers wishing to end the agreement with CSV must give three months notice in writing. During the notice period CSV charges continue to be payable.

The costs payable to the volunteer: the small print

Breaks

Volunteers are entitled to a break of one week after every 4 months served. During the break they must be provided with weekly subsistence in relation to day to day expenses and food plus the return fare to the volunteer's home or equivalent distance; if the volunteer is international then travel of the cheapest form to a mainland UK destination would be due.

For volunteers about to embark on a second placement after 4 months of service, it is the responsibility of the first customer to fund the one week break.

For volunteers in placements where closure forces them to take breaks more often than every 4 months, e.g. school half term, customers are responsible for continuing to pay the volunteer normal subsistence during these periods.

Sickness

In the case of a volunteer's ill health CSV asks that the customer continues to pay the subsistence for 2 weeks, after which we will review.

Sessional Payments

Volunteers must not be paid as part time staff to cover staff gaps or other emergencies e.g. in sessional work, cleaning, extra sleep-in duties etc, as this clouds the volunteer role and may effect the volunteer's tax, NI responsibilities and immigration status.

Income Tax

CSV volunteers do not normally pay tax because the weekly subsistence does not, in itself, take volunteers over the threshold beyond which tax should be deducted from earnings. For more detailed information see the Guide to Supervising CSV Full-time Volunteers provided by CSV.

National Insurance

HM Revenue and Customs position is that the individual must be engaged in 'gainful employment' to fall within the National Insurance net. Their advice to CSV has been that Class 1 NICs are not due as volunteers are not engaged in gainful employment.