BHSEA Birmingham Health, Safety & Environment Association

BHSEA SECRETARY FEES ETC

Month | *Year*

Name Sarah Kenny | *Date* | *Signature*

Invoice No.

A. HOURS WORKED / FEE

Week Commencing	*Number of Days*	*Hours Worked*	*Hourly rate*
Total	**0**	**£19.00**	

National Minimum Wage (NMW)	Effective from	Multiplying Factor *Note below*	Hourly Rate
£8.72	01/04/2020	2	£17.44
£8.91	01/04/2021	2	£17.82
£9.50	01/04/2022	2	£19.00
£10.42	01/04/2023	2	£20.84
£11.44	01/04/2024	2	£22.88

Note: *Multiplying Factor to be agreed by the Trustees before the NMW 'Effective from' date each year*

£0.00

B. ALLOWANCES

Use of home as office inlcuding contribution towards home internet £60

Total £60.00

C. EXPENSES

Travel by car

Date	*Journey*	*Mileage*	*Mileage rate*	*Amount*
			0.45	£0.00
			0.45	£0.00
			0.45	£0.00
	Total	**0**		**£0.00**

Travel - other *(Receipts to be submitted / included)*

Date	*Description*	*Excl. VAT*	*VAT*	*Amount*
	Total	**£0.00**	**£0.00**	**£0.00**

Purchases *(Receipts to be submitted / included)*

Normally, minor purchases only <£100. Where possible, all purchases are expected to be via a purchase order and invoice.

Date	*Description*	*Excl. VAT*	*VAT*	*Amount*
	Total	**£0.00**	**£0.00**	**£0.00**

GRAND TOTAL: A + B + C **£60.00**

AUTHORISED FOR PAYMENT

Trustee no. 1 (name) | ***Date***

Trustee no. 2 (name) | ***Date***

NOTE: *This form puts into effect sections 3.6 & 3.7 of the 'BHSEA Secretary - Contractor: Agreement'*