

Organising a RIDL Finances

As co-ordinator of the retreat, you are responsible for the finances.

Manresa Link does not charge pilgrims for RIDLS, but we do ask for a voluntary donation to help towards expenses and ongoing costs. As a rough guide, the suggested donation is often around £5 - £20 (in 2022) depending on the area. However, always stress that people are still welcome to participate if they can't afford that.

Keep a record of all donations and expenditure.

You can use the Manresa Link account to bank donations and to pay out costs/expenses (via the treasurer). Or you could use the church account where the retreat is focused, or the Churches Together account of the area, if they are happy to facilitate that. The important issue is that the finances may be subject to auditing, so be wary of using personal accounts.

Donations can be made by cash or cheque or online transfer.

Such payments into the Manresa Link account should use

Account Name	Manresa Link
Account number	29406404
Sort code	60 21 50
Reference	"Surname of donor" RIDL

Cash or cheques can be paid into any Nat West branch, using the above details on paying in slips.

Prayer guides can use the expenses form to claim travel expenses, e.g. mileage, parking charges, public transport fares. You should ask them to keep and submit receipts as far as possible. If you use Prayer Guides who live some distance away from the retreat, you may need to negotiate with them what travel expenses can be covered. If meetings take place in coffee shops, guides can also claim for their own drinks if they need to.

The recommended mileage rate for prayer guides is 40p per mile (2022). This is the rate the Manresa Link Treasurer will administer if he/she is involved.

Your own expenses in terms of telephone, stationery, printing and travel should all be met if you wish to claim them.

If for any reason, expenses cannot be met from the contributions, Manresa Link will cover the loss. On the other hand, if you have a surplus after the retreat, this should be paid into Manresa Link account so that other retreats can continue to be supported.