

CHANGE TO UNIFORM UPKEEP ALLOWANCE (UUA) REGULATIONS FOR OFFICERS

1. A change to the way in which UUA is authorised and paid was made from 1 June 2010 (see June 2010 bulletin) and this has generated concern and criticism from some quarters. Some have commented that this is yet another thing that has been taken away from hard-working volunteers.
2. I wish to reassure all officers that this is most certainly not the case. The main change is that since 1 June 2010 claims for UUA up to the maximum annual amount will be paid during the payment year against itemised receipts for uniform purchased. Therefore, where there is a genuine need to spend money up to the UUA allowance on uniform, no officer will suffer loss or degradation of this allowance. Furthermore claims can be submitted straightaway and will be reimbursed as soon as possible.
3. I do not consider this to be an unreasonable change given the purpose of the allowance and the broader requirement across the charity to be more accountable.
4. I trust my explanation serves to explain and clarify the situation. An amended bulletin replaying the June Version is set out below and will appear in Sea Cadet Regulations shortly to further clarify the new regulations. The amendment encompasses the suggestions and comments referred to above and from the Finance Department at MSSCHQ.

CSC

“7.4.4 Uniform Upkeep Allowance”

- a. From 1 June 2010, SCC Officers are entitled to claim reimbursement of costs to maintain uniforms, ***against itemised receipts***, up to the maximum annual allowance. The claim year for all officers will be 1 April to 31 March. On first appointment those officers not appointed in April or March will be allocated a proportionate amount of the full annual allowance until the next claim year begins on 1 April. After 1 June 2010, UUA will only be paid against receipts up to the maximum annual allowance (or proportion thereof – see above) and claims may not be made retrospectively beyond 6 months after the claim is receipted. Claims for reimbursement should not be delayed to build up a large amount by the year end. Claims will only be limited by the maximum annual allowance – not by the number of claims made. Reimbursements will be made when the cost is incurred, so the allowance is paid at the time, and not much later.
- b. On each 5th anniversary of first appointment as an officer, those officers who necessarily replace their No 1 Uniform may be considered for reimbursement, up to the appropriate UG amount for that year, on request, against receipts and the amount for UUA in the year in which such a claim is made will be absorbed in any such reimbursement approved.”



The following table may help to understand this claim and payment system for UUA:

Claim Year	Officer Appointment date	Amount that may be claimed until 1 April next	Uniform Grant (UG)	NOTES
Apr 09 to Mar 10	10 Jun 09	75% of Maximum	Initial UG paid automatically on first appointment	9 months left of the Claim Year, which is 75% of a 12 month period
Apr 10 to Mar 11	NA	Maximum amount		Able to claim up to the maximum annual allowance against receipts
Apr 14 to Mar 15	10 Jun 09	Maximum amount but if No1 Uniform is claimed reimbursement will not exceed the current rate of UG (see notes)	New No1 uniform purchased – claim and receipts submitted	Claim made for new No1 uniform and therefore no other claims may be made for UUA during the claim year