

## **CHANGE TO UNIFORM UPKEEP (UUA) REGULATIONS FOR OFFICERS**

1. A significant change to the way in which UUA is authorised and paid is to be made from 1 June 2010.
2. From 1 June 2010 UUA will only be paid against receipts up to the maximum annual allowance.
3. The following is a replacement article and will appear in Sea Cadet Regulations at the appropriate time.

**7.4.4 Uniform Upkeep Allowance.** From 1 June 2010, SCC Officers are entitled to claim reimbursement of costs to maintain No 1 uniforms, ***against itemised receipts***, up to the maximum annual allowance. Claims in accordance with the foregoing may be made for the previous 12 months, from the day 12 months after the date of first appointment as an Officer and on every anniversary thereafter. Claims are to be made on Form SCC P5, with receipts securely attached, within 12 months of the expiry of the 12 months for which the claim is being made. (i.e. claims for UUA for the first year of an Officer's service must be made before the end of the second year and claims for the second year of service must be made from the beginning to the end of the third year). After 1 June 2010, UUA will only be paid against receipts up to the maximum annual allowance and claims may not be made retrospectively beyond 12 months after the claim is due.

4. This change is necessitated by the need for the Charity to be able to fully account for its use of public funds and it is expected that all those affected will understand that this is a fair and just way of reimbursement of Uniform Upkeep expenditure.
5. The method of applying for this allowance will be reviewed in the coming months to establish a more effective and efficient process for the future.