WOODMANSEY VILLAGE HALL

REGISTERED CHARITY NUMBER 1001766

TRUSTEE EXPENSES POLICY

Introduction

This policy sets out the basis upon which expenses will be paid by the Woodmansey Village Hall Management Committee and the process for claiming them.

Principles

The Woodmansey Village Hall Management Committee does not expect Trustees or volunteers to be out of pocket in respect of work carried out for the charity. It encourages all volunteers and Trustees to submit claims for reasonable expenses incurred whilst carrying out their duties.

Claims for, and payment of, expenses must be consistent with the following principles:

* Expenses are refunds by the Woodmansey Village Hall Management Committee of payments which a volunteer or a Trustee has needed to meet personally in order to carry out his or her duties. They are not payments for services.

* All expenditure should provide "best value" for the village hall, i.e. the most appropriate cost taking into account any time and quality restraints.

* The expenses incurred must not be of a standard or nature which would constitute a personal benefit to the volunteer or Trustee. Under charity law a Trustee is not permitted to benefit personally from being a Trustee.

* Evidence must be provided that the expenditure has been incurred.

Allowable expenses

The following are legitimate expenses

* Reasonable costs for travel whilst on Woodmansey Village Hall Management Committee business.

* The cost of postage and telephone calls made exclusively on Woodmansey Village Hall Management Committee business.

* The cost of printing and other office materials used exclusively on Woodmansey Village Hall Management Committee.

* The cost of goods, services and materials procured for the exclusive use of Woodmansey Village Hall Management Committee within the limits of pre-approved budgets. The limit is a maximum of £1000. No Trustee is permitted to sign their own expense claim.

Process for claiming expenses

Receipted expense claims should be made at regular intervals, preferably as they arise and in any event within 3 months.

Payment of expenses

Expenses will normally be paid by bank transfer.

Policy accepted by the Management Committee
To be reviewed annually
Next Review: September 2025

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EXPENSES CLAIM FORM

NAME:

DATE	DESCRIPTION	AMOUNT	RECEIPT
TOTAL			

Signed **Date**

Authorised **Date**

Received **Date**