



## **CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) HALL TRUSTEE, STAFF & VOLUNTEER EXPENSES POLICY AND PROCEDURES**

### **INTRODUCTION:**

This policy sets out the basis on which Trustee expenses will be paid, and the process for claiming.

Whilst this policy is drawn up to assist the village hall in addressing the need for guidelines regarding Trustees expense claims, the procedures are also relevant to the reimbursement of expenses paid to employed staff and volunteers.

### **GENERAL POLICY:**

The Crockenhill Village Hall Management Committee (CVHMC) recognise that Trustees require reimbursement of expenses incurred in carrying out business on behalf of the Charity.

Guidelines:

- Expenses must be reasonable and proper.
- CVHMC does not expect Trustees, employed staff or volunteers to be out of pocket in respect of purchase of items in respect to work carried out for the charity.
- CVHMC encourages all Trustees, employed staff or volunteers to submit claims for reasonable expenses incurred whilst carrying out their duties.
- The policy covers payments relating to administration, fundraising and maintenance.

CVHMC requires claims for, and payment of, out of pocket expenses to be consistent with the following principles.

Principles:

- Reimbursement is for ticketed out of pocket expenses and is not for payments of services.
- Expenditure should only be incurred by the most cost effective means available.
- If expenses are claimed for travel then the transport should be booked economy/second class unless prior approval from CVHMC given.
- Expenses for subsistence (namely food and drink are only permissible if a Trustee, employed staff or volunteer were to be carrying out official duties all-day on behalf of the Charity.
- Expenses are not allowable for the costs incurred by partners who attend a charity related function with a Trustee.
- Evidence must be provided proving that the expense has been incurred. The independent examination team require every expense claim to be fully supported by tickets and receipts.



#### Allowable expenses:

The following are legitimate expenses that CVHMC have agreed to reimburse in principle:

- The reasonable cost of traveling to and from a Trustee Board and Committee meeting, if previously agreed by committee.
- The reasonable cost of traveling on official charity business if previously agreed by committee.
- The reasonable costs incurred for subsistence if previously agreed by committee.
- The cost of providing refreshments for CVHMC meetings/gatherings if previously agreed by committee.
- The cost of print, post and stationery if previously agreed by committee. Use of village hall office facilities is preferable and encouraged.
- Out of pocket expenses incurred in the purchase of items required by the charity not provided by an approved supplier with whom credit arrangements have been set up.

Please note that it is with regret that CVHMC is unable to fund Trustees, employed staff or volunteers with the cost of entertaining external contacts, or child and or dependent care.

#### **PROCESS FOR CLAIMING EXPENSES:**

Expense claim forms are available to download online or printed hard copies are available from the village hall office or at monthly committee meetings.

All expense claim forms should be:

1. Submitted using the approved expense claim form.
2. Submitted with attached validating receipt.
3. Submitted within one month of incurring the cost and preferably by the Charity year end 31<sup>st</sup> January.
4. Signed by the claimant.
5. Authorised by a Trustee.
6. Bank Payment details provided so that BACS can be processed.

Please note that cash will not be used as a means to reimburse out of pocket expenses as the charity does not operate a petty cash system.

If for whatever reason, a claim form cannot be accessed, then in exceptional circumstances a signed letter explaining the situation and outlining the expenses incurred can be submitted to the Treasurer for approval.

#### **PAYMENT OF EXPENSES:**

The Treasurer will endeavour to reimburse Trustees, employed staff and volunteers within 10 working days of receiving the authorised claim. The Treasurer will contact the claimant direct if any problems with the claim.

BACS is the preferred method of payment by CVHMC. This reduces the time taken up in locating signatories, and delivering/banking cheques. As previously stated CVHMC does not operate a petty cash system.

Policy Statements are reviewed annually at the AGM as a formality.

Last reviewed and Approved April 2024.