

Trustee Expenses Policy

1/8/25

1. Introduction

This policy sets out the basis upon which expenses will be paid by the Bricklehampton, Elmley Castle and Netherton Village Community Hall charity ("the Village Hall") and the process for claiming them.

2. Principles

The Village Hall does not expect its trustees, employees or volunteers to be out of pocket in respect of expenses incurred on its behalf. It encourages all volunteers and trustees to submit claims for reasonable expenses. Claims for, and payment of, expenses must be consistent with the following principles:

- Expenses are refunds for payments made on behalf of the Village Hall which a volunteer, employee or trustee has needed to meet personally. 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 constraints.
- 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.

3. Allowable expenses

The following are legitimate expenses:

- Reasonable costs for travel whilst on Village Hall business;
- The cost of printing and other office materials used exclusively for Village Hall business;
- The cost of goods, services and materials procured for the exclusive use of the Village Hall within the limits of approved budgets and/or events (eg food and drink for the bar).

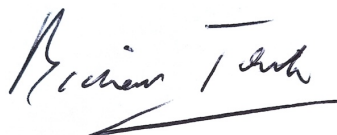
4. Process for claiming expenses

Receipted expense claims should be made at regular intervals, preferably as they arise and in any event within 3 months. Expenses will normally be paid by bank transfer.

Policy review

This policy will be reviewed annually.

Signature, Michael Taite, Chair:



Date: 1/8/25

Signature, Jeanette Smith, Secretary:

Date: