

Title:	Trustee Expenses Policy
Date Approved by Management Committee:	28Jan24 by email exchange
Review Date	Jan 2025

This policy sets out the basis on which expenses will be paid by BCVH Trustees, and the process for claiming them. Reference to "Trustees" in this policy extends to "Management Committee" members.

### Principles

BCVH does not expect its Trustees to be out of pocket in respect to work carried out for the charity. It encourages individuals to submit claims for a) reasonable expenses incurred whilst carrying out their duties and b) seeking reimbursement for items purchased personally for the village hall.

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

1. Expenses are refunds by BCVH of payments which a Trustee has needed to meet personally in order to carry out his or her duties. They are not payments for services.
2. All expenditure should provide "best value" for BCVH, i.e. the most appropriate cost taking into account any time and quality constraints.
3. The expenses incurred must not be of a standard or nature which would constitute a personal benefit to the Trustee. Under charity law a Trustee is not permitted to benefit personally from being a Trustee.
4. Evidence must be provided that the expenditure has been incurred.

### Process for claiming expenses

Receipted expense claims should be made at regular intervals, and preferably every 3 months; to be submitted to the Chairman or Treasurer for approval. All expenses for the current financial year should be claimed before 31 March in that year.

### Payment of expenses

Expenses will be paid by cheque or bank transfer with the requisite two signatories.