



Village Hall Charity (RCN 275859)

Mill Lane, Woolpit, Bury St. Edmunds, IP30 9QX

TRUSTEE EXPENSES POLICY AND PROCEDURES

1. Introduction and Purpose

Woolpit Village Hall Charity recognizes that Trustees contribute their time, energy, and expertise voluntarily. The purpose of this policy is to ensure that trustees (and other authorized volunteers) are reimbursed for reasonable "out-of-pocket" expenses incurred while carrying out their duties.

We want to ensure that no individual is barred from acting as a trustee due to financial constraints. However, as a charity, we have a duty to ensure that all funds are spent carefully and transparently.

2. General Principles

- Expenses are refunds of payments which a volunteer or a Trustee has needed to meet personally in order to carry out their duties. These are not payments for services undertaken by the Trustee or volunteer.
- All expenditure should provide best value for Woolpit Village Hall, it should be the most appropriate cost taking into account any time and quality constraints.
- Under charity law a Trustee is not permitted to benefit personally from being a Trustee. Consequently, the expenses incurred must not be of a standard or nature that would constitute a personal benefit to a Trustee.
- An expense will be reimbursed only if it is an "actual expense", and it is necessarily incurred by a Trustee or volunteer in the course of their duties or voluntary activities for WVH. An "actual expense" means the exact amount incurred rather than a flat amount.
- Evidence in the form of a receipt or invoice showing the items of expenditure must be provided to show that the expenditure has been incurred.

3. Allowable Expenses

Any expense claimed for must have been authorised by a majority of the Trustees in advance as per the Village Hall Financial Procedures. The following are examples of expenses which may be reimbursed, subject to the principles above:

- The cost of postal charges accrued exclusively for conducting Woolpit Village Hall business.
- The cost of office and stationery materials used exclusively for the purpose of Woolpit Village Hall
- The cost of goods, services and materials procured for the exclusive use of Woolpit Village Hall within any limits pre-approved by a majority of the Committee.

4. Exclusions

The following expenses **will not** be reimbursed.

- Personal expenses: Costs unrelated to the trustee's role, such as entertainment, gifts, or personal items.
- Loss of earnings: Trustees are not entitled to compensation for any loss of earnings incurred as a result of performing their voluntary role.
- Expenses covered elsewhere: Costs already covered by another source, such as insurance or another organisation.

5. Claims Procedure

Trustees must submit a completed expense claim form, providing details of the expense, date incurred, purpose, and supporting evidence (receipts, invoices, etc.).

Claims should be submitted within 30 days of the expense being incurred.

Expense claims will be reviewed and authorized by the Treasurer and one other Trustee. Where the expense claim is made by the Treasurer, the claim will be reviewed by the Chair and one other Trustee.

Reimbursement will be made by bank transfer within 14 days of the claim form being authorised.

