



## 1. Introduction

This policy sets out the basis upon which expenses will be paid by Knowstone Parish Hall and the process for claiming them.

## 2. Principles

Knowstone Parish Hall does not expect its Trustees or volunteers to be out of pocket in respect to 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 Knowstone Parish Hall of payments which a volunteer or a Trustee has needed to meet personally 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 considering 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
- Where possible future expenditure needs to be discussed and agreed in a meeting. Expenditure occurring in between meetings will need to be approved by at least two (2) Trustees in a traceable email thread
- Evidence must be provided that the expenditure has been incurred.

## 3. Allowable expenses

- The following are legitimate expenses
- Reasonable costs for travel whilst on Knowstone Parish Hall business
- The cost of postage and telephone calls made exclusively on Knowstone Parish Hall business
- The cost of printing and other office materials used exclusively on Knowstone Parish Hall business
- The cost of goods, services and materials procured for the exclusive use Knowstone Parish Hall within the limits of pre-approved budgets.

## 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.

## 5. Payment of expenses

- Expenses will normally be paid by bank transfer.

Approved by the committee (MMYY): 02/2025	Next review due (YY): 2027
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