



The Friends of All Saints' Church, Shillington
Registered Charity Number 1060329

Trustee Expenses Policy and Procedures

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Introduction

The concept of unpaid trusteeship has been one of the defining characteristics of the charitable sector, contributing greatly to public confidence in charities.

The basic principle is that trustees must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the charity unless authorised to do so.

However, trustees are entitled to have their expenses met from the funds of the charity. Expenses can include a wide range of costs including, for example, travel and other costs of attending meetings, specific telephone and broadband charges, travelling on trustee business, and providing childcare or care of other dependants while attending to trustee business.

Policy

It is the policy of the Friends of All Saints' Church, Shillington (the Friends) that Trustees will only be recompensed for out-of-pocket expenses incurred as a direct result of fundraising events and activities. This will include (but is not limited to): -

- Catering costs for events,
- Venue hire costs,
- Publicity materials, such as posters and flyers,
- Costs for engaging a speaker or other entertainer

It is our policy that any such expenses should be agreed in advance at a meeting of the committee and that, wherever possible, they will be paid by the Treasurer upon presentation of an invoice. However, it is accepted that there may be occasions on which it is expedient for Committee members to make purchases.

Procedures

As stated in the policy above, most expenses will be paid directly to the supplier by the Treasurer upon presentation of an invoice.

On occasions where individuals incur out-of-pocket expenses, they should present the invoice(s) or receipt(s) to the Treasurer for payment.

If the item(s) is above or beyond what has been agreed by the Committee, the matter will be referred to the next committee meeting for discussion.

The Committee will decide whether the expenses can be paid and whether they should be paid in full or only to the extent that was originally agreed.

Links to other policies

This policy is linked to the Friends' Conflict of Interest and Internal Financial Controls Policies.

Policy review

This Policy was agreed by the Committee of the Friends on 18 September 2024. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of charges	Signed by the Chair
18.09.2024	First iteration	
30.09.2027		
20.09.2030		