



Educational Foundation of Abigail Bailey & Ann Levett

Charity Registration Number 309769

Expenses Policy

1. Introduction

This policy sets out the basis on which expenses will be paid by the Foundation, and the process for claiming them.

The Charity Commission¹ recommends that charities should have a formal written expenses policy. Under the terms of the Governing Document of the Foundation, the Trustees have the full power to make regulations for the management of the Foundation, and for the conduct of their business. This policy constitutes one of those regulations.

2. Principles

The Foundation 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:

1. Expenses are refunds by the Foundation of payments which a volunteer or 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 the Foundation, 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 volunteer or 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.

3. Allowable expenses

The following are legitimate expenses;

1. Reasonable costs for travel whilst on Foundation business (travel outside the County would need pre-approval by two Trustees not involved in the travel);
2. The cost of postage and telephone calls made exclusively on Foundation business;
3. The cost of printing and other office materials used exclusively on Foundation business;
4. The cost of goods, services and materials procured for the exclusive use of the Foundation within the limits of pre-approved budgets.

4. Process for claiming expenses

Receipted, expense claims should be made at regular intervals, and preferably every 3 months. All expenses for the current financial year should be claimed before 31 December in that year.

5. Payment of expenses

Expenses will be paid by cheque from the Village Hall or School Trustees' Account.

Issued on behalf of the Trustees

Cllr Adrian Dale, Clerk to the Trustees

¹ OG515-1 <http://ogs.charitycommission.gov.uk/g515a001.aspx>