

## **Ruyton XI Towns Village Hall Expenses Policy**

This policy sets out the basis upon which expenses will be paid by the Ruyton XI Towns Village Hall (RVH) Committee and the process for claiming them.

### **Principles**

The RVH Committee does not expect its Trustees or volunteers to be out of pocket in respect of 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 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 RVH, i.e. 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 RVH. 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.

### **Allowable expenses**

Any expense claimed for must have been authorised by a majority of the Committee in advance as per the Village Hall Financial Procedures.

The following are legitimate expenses:

- The cost of postage made exclusively on RVH business.
- The cost of office materials used exclusively on RVH business.
- The cost of goods, services and materials procured for the exclusive use of Ruyton XI Towns Village Hall within any limits pre-approved by a majority of the Committee.

## **How to claim expenses**

In order to be reimbursed for any expenses incurred, a Trustee or volunteer must claim using the RVH Expenses Claim Form a copy of which is available in the VH Committee>Templates folder in the Google Drive, or direct from the Treasurer.

RVH will reimburse expenses claimed only when the RVH Expenses Claim Form is correctly completed and submitted to the Treasurer, and only if a receipt or invoice showing every item of expenditure incurred is attached.

Receipts should be itemised and attached to the claim. Where VAT is charged receipts should be VAT receipts.

A claim will be paid only if it is authorised by the Chair or Treasurer and one other Trustee.

Any claim by the Chair or Treasurer should be submitted to any two other Trustees for them to authorise.

Unless otherwise agreed, any item of expense must be claimed within two months after it is incurred.

## **How expenses will be reimbursed**

A Trustee or volunteer must provide bank details on their expenses claim form. Payment will then be made by directly into their bank account.

Payment will be made within three weeks after submission of a correctly completed expenses claim form with receipts attached.

## Personal Information

RVH will collect the information provided by a Trustee or volunteer in their expenses claims only in order to process those claims. It will keep that information on record as necessary for statutory accounting reasons. No such information is passed by RVH to a third party. RVH will process that information only in line with current data protection regulations.

Approved by the Committee on 20 February 2025

Signed..... C Aspinall Chair

Signed..... C Gittoes

Signed..... E Beddoes

Signed..... R Paton

Signed..... J Gears

Signed.....DJ Humphreys

Signed..... T Bibow

Signed..... N Leadbeater Treasurer