

SKIDBY VILLAGE HALL & INSTITUTE TRUSTEE EXPENSES POLICY

Introduction

Trustees of Skidby Village Hall & Institute are volunteers and are not paid for their role. This policy explains how trustees can claim back reasonable expenses they have paid out personally while doing village hall business.

The aim is to:

- Make sure trustees are not out of pocket
- Keep things fair and transparent
- Follow charity rules

Basic rules

- Trustees must not make a profit from their role
- Only real costs actually paid by the trustee can be claimed
- Expenses must be necessary for village hall business
- Receipts should be provided wherever possible
- Someone else must approve the claim

What expenses can be claimed

Trustees can claim back the following, as long as they are reasonable:

Travel

- Bus, train, or taxi fares (standard class only)
- Mileage for using a personal car, claimed at HMRC rates
- Parking fees (but **not** parking fines)

Food and drink

- Modest meals or refreshments when attending meetings or events that involve travel or last several hours

Phone, postage and admin

- Phone calls made for hall business
- Postage, printing, or stationery for hall business

Other costs

- Other small costs directly related to the hall, if agreed in advance by the trustees

What cannot be claimed

Trustees cannot claim for:

- Payment for being a trustee
- Personal household bills
- Regular living costs
- Fines or penalties
- Anything not related to village hall business

How to claim expenses

- Provide proof of purchase and give the details to the treasurer for payment approval
- Attach receipts if you have them
- Claims should normally be made within one month

Claims must be checked and approved by the treasurer, chairman or vice-chairman.

Keeping records

All expenses claims are recorded and kept with the village hall's financial records. Trustee expenses may be shown in the annual accounts if required.

Reviewing this policy

The trustees will review this policy every three years to make sure it stays suitable.