The Friends of the Parish Church of St. Mary’s Old Basing
Registered Charity Number 1051202

EXPENSES POLICY

11th June 2026

1. Purpose of the Policy

This Policy outlines the process for reimbursing Trustees and other volunteers of The Friends of the Parish Church of St. Mary’s Old Basing Registered Charity 1051202 (the Charity) for reasonable out-of-pocket expenses incurred while carrying out their duties. The aim is to ensure that volunteers are not financially disadvantaged when engaged on Charity business, while maintaining transparency and accountability.

2. Scope

This Policy applies to all volunteers of the Charity. In this Policy, "volunteer” means and includes Members of the Executive Committee (Trustees) and all other volunteers. Trustees are unpaid volunteers and are not entitled to receive any payment for their duties, but they can claim reasonable expenses in the same way as other volunteers.

3. Eligible Expenses

Volunteers may claim reimbursement for the following types of expenses:

3.1. **Travel**:

- Mileage for using a personal vehicle for Charity business, reimbursed at HMRC’s approved rates.
- Public transport fares, including train (standard class), bus, and taxi journeys, when necessary.
- Parking charges and toll fees incurred while on Charity business.

3.2. **Communication and Administration**:

- Postage, printing, or stationery costs incurred for Charity purposes.
- Telephone calls or internet charges related to Charity business.

3.3. **Charity Events Costs:**

- Food and drinks, venue hire, licences
- Costumes, scenery and other consumables for pantomime and other performances

3.4. **Other Necessary Expenses**:

- Any other expenses reasonably incurred in the course of volunteer duties, subject to prior approval by the Executive Committee.

4. Expenses Not Covered

Volunteers cannot claim for:

- Personal expenses not directly related to Charity business.
- Costs incurred without proper evidence (e.g., receipts).
- Travel or accommodation for non-Charity purposes.

5. Claiming Expenses

5.1. **Submitting a Claim**:

- Volunteers must submit expenses claims to the Treasurer using the Charity expense claim form, preferably via email, detailing the nature and purpose of the expense.
- Claims must be supported by original receipts or invoices.

5.2. **Approval of Claims**:

- Claims will be reviewed by the Treasurer.
- The Chairperson or other Trustee will review claims submitted by the Treasurer.

5.3. **Payment of Claims**:

- Approved claims will be reimbursed by bank transfer or cheque.
- Claims should be submitted within [e.g., 60 days] of the expense being incurred.

6. Limits and Authorisation

- Expenses above £200 must be pre-approved by two Trustees
- Volunteers are encouraged to keep costs reasonable and in line with the Charity’s financial resources.

7. Transparency and Accountability

- All volunteer expenses will be recorded and included in the Charity’s financial reports.

8. Review of Policy

This Policy will be reviewed annually by the Executive Committee to ensure it remains fair, transparent, and is consistent with legal and regulatory requirements. Any amendments must be approved by the Executive Committee and communicated to relevant stakeholders.

This Policy has been approved and authorised by the Executive Committee on 11th June 2026

Name: Matthew Jarrett
Position: Chair of the Executive Committee

Date: 11th June 2026

Signature: M Jarrett