Saltford Community Association

TRUSTEE EXPENSES POLICY

1. Introduction
This policy sets out the basis upon which expenses will be paid by Saltford Community Association (SCA) and the process for claiming them.

2. Principles
The SCA 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:

- Expenses are refunds by the SCA 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;
- All expenditure should provide "best value" for the SCA, i.e. the most appropriate cost taking into account any time and quality constraints;
- 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;
- Evidence must be provided that the expenditure has been incurred.

3. Allowable expenses
The following are legitimate expenses

- Reasonable costs for travel whilst on SCA business;
- The cost of postage and telephone calls made exclusively on SCA business;
- The cost of printing and other office materials used exclusively on SCA business;
- The cost of goods, services and materials procured for the exclusive use of SCA within the limits of pre-approved budgets.

4. Process for claiming expenses
Receipted expense claims should be made at regular intervals, preferably as they arise and in any event within 3 months and submitted to the SCA Treasurer (treasurer@saltfordcommunity.org)

5. Payment of expenses
Expenses will normally be paid by bank transfer.

Approved by the Trustees: April 2025 Annual Review due: February 2026

Saltford Community Association is a registered charity number 1162948.