

## **Messing Village Hall Trustees' Expenses Policy**

### **1. Purpose**

This policy sets out the basis on which expenses will be paid by Messing Village Hall (MVH) Trustees, and the process for claiming them. Reference to "Trustees" in this policy extend to "Management Committee" members.

### **2. Principles**

MVH does not expect its Trustees to be out of pocket in respect to work carried out for the charity. Trustees are encouraged to submit claims for:

- Reasonable expenses incurred whilst carrying out their duties.
- Reimbursement for items personally purchased for the Village Hall.

Claims for, and payment of, expenses must be consistent with the following principles:

1. Expenses are refunds by MVH of payments a Trustee has personally made to fulfil their duties. They are not payments for services.
2. All expenditure should provide "best value" for MVH, meaning the most appropriate cost considering any time and quality constraints.
3. Expenses must not be of a standard or nature that constitutes a personal benefit to the Trustee, as charity law prohibits Trustees from benefiting personally from their role.
4. Evidence must be provided that the expenditure has been incurred.

### **3. Process for claiming expenses**

Receipted expense claims should be made at regular intervals preferably every month.

Claims must be submitted to the Treasurer for processing.

### **4. Policy Review**

This policy will be reviewed and updated regularly by the Village Hall Committee.

Approved by:

Chairperson: Mary Mann

Date: 27/02/2025

Signed:

*Mary Mann*