



Charity Committee and Trustee Member Expenses Policy

It is the policy of Impstone & Cherry Trees Preschool to reimburse all reasonable and authorised expenses incurred by trustees/members of the committee which are for the sole benefit of the charity/setting.

Expenses incurred may attain to any aspect of the trusteeship, including training courses, purchase of products or provision of time/loss of earnings and will be considered on an individual basis.

Reimbursement of expenses is subject to the authorisation and repayment procedures, and the requirements of the Charity Commission.

ALL monies must be shown as transient through the charity bank account therefore it is not possible for reimbursement to be taken from funds raised prior to the banking process (see procedures).

This is a statutory requirement of the Charity Commission.

Reimbursement need not be post event, however, to secure the investment of the charity, it is preferential. Exceptional circumstances may apply and will be considered on an individual basis (see procedures).

Where appropriate, the Conflicts of Interest policy and procedures may come into play.

In the event of expenditure being incurred without prior authorisation of the Committee, reimbursement may be refused. Procedures for this eventuality are in place, along with an appeal process.

Records of all re-payments will be recorded through the charity accounts.

Details of refused payments, or where appropriate, notes attaining to conflicts of interest will be retained by the Treasurer.

There is a business credit card in place for use by the manager, where authorisation is pre-approved on items such as food, consumables, cleaning resources and small items below £250 as per the 'Purchases over £250' procedure. Receipts are held for audit purposes and checked regularly against the statement by the accountant.