



Horndon on the Hill Village Hall

Trustee Expenses Policy

Reg. Charity No. 274903

1. Introduction

This policy sets out the basis upon which expenses will be paid by Horndon on the Hill Village Hall and the process for requesting approved expenses.

2. Principles

All volunteers and Trustees must obtain **approval from the Trustees in advance** for any expenses they anticipate incurring while carrying out their duties.

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

- Expenses are refunds by Horndon on the Hill Village Hall of payments which a volunteer or a Trustee has needed to meet personally in order to carry out their duties. They are not payments for services;
- All expenditure should provide "best value" for the village hall, taking into account any time and quality constraints;
- The expenses incurred must not be of a standard or nature that would constitute a personal benefit to the volunteer or Trustee;
- Evidence must be provided that the expenditure has been incurred.

3. Allowable (Approved) Expenses

The following are legitimate and approved expenses:

- The cost of postage and telephone calls made exclusively on Horndon on the Hill Village Hall business;
- The cost of printing and other office materials used exclusively on Horndon on the Hill Village Hall business;
- The cost of goods, services and materials procured for the exclusive use of Horndon on the Hill Village Hall within the limits of pre-approved budgets.

4. Process for Requesting Expenses

Any anticipated expense must be **requested and approved by the Trustees before it is incurred**. Receipted claims should then be submitted for approved expenses in a timely manner, preferably as they arise and in any event within 3 months.

5. Payment of Expenses

Approved expenses will normally be reimbursed by bank transfer.

This is the first access statement for the hall.

This policy was written by Nell Edwards, Vice Chairperson, Horndon on the Hill Village Hall.

Reviewed and approved by the Trustees on August 2025

Next review date: March 2028