

Kingswood Sports CIO Trustee Expenses Policy and Procedures

Policy Number: KS-TE-01

Effective Date: September 2024

Review Date: September 2025

Approved by: Board of Trustees

Version: 1.0

1. Purpose

This policy outlines the circumstances under which Kingswood Sports CIO trustees can claim expenses incurred during their duties. It ensures transparency, accountability, and compliance with Charity Commission guidelines.

2. Scope

This policy applies to all trustees of Kingswood Sports CIO.

3. Definitions

Expenses: Costs incurred by trustees in performing their duties are reimbursable by the Charity.

Reasonable Expenses: Expenses that are necessary, appropriate, and proportionate to the duties performed by the trustees.

4. Policy Statement

- Trustees are entitled to claim reimbursement for reasonable expenses incurred while performing their duties.
- The reimbursement of expenses is not a form of remuneration; trustees are not paid for their services but can recover legitimate costs.

5. Eligible Expenses

Trustees can claim reimbursement for the following types of expenses:

1. Travel:

- Public transport (bus, train, tram).
- Mileage allowance for personal vehicle use at HMRC-approved rates.
- Taxi fares when public transport is not feasible.
- Parking fees.

2. Accommodation:

- Hotel or other lodging costs for overnight stays when attending events or meetings on behalf of the Charity.
- 3. **Meals:**
 - Reasonable costs for meals when attending events or meetings that span meal times.
- 4. **Communications:**
 - Telephone calls, postage, and printing costs directly relate to trustee duties.
- 5. **Training and Development:**
 - Costs for attending training courses, conferences, or seminars relevant to trustee responsibilities.
- 6. **Other:**
 - Any other expenses incurred in performing trustee duties are subject to prior approval by the Board of Trustees.

6. Procedures for Claiming Expenses

1. **Documentation:**
 - Trustees must complete an expense claim form for all expenses incurred.
 - Original receipts or invoices must be attached to the expense claim form.
2. **Submission:**
 - Expense claim forms should be submitted to the designated finance officer within 30 days of the expense.
3. **Approval:**
 - The designated finance officer will review and approve expense claims.
 - Claims exceeding a certain threshold (to be determined by the Board of Trustees) require approval from the Chair of the Board of Trustees or another designated trustee.
4. **Reimbursement:**
 - Approved expenses will be reimbursed via bank transfer within 14 days of approval.
 - Trustees will be notified if any part of their claim is not approved, with reasons provided.

7. Responsibilities

Trustees:

- Ensure that the expenses claimed are reasonable and necessary.
- Submit expense claims promptly and with appropriate documentation.

Finance Officer:

- Review and approve expense claims.
- Ensure timely reimbursement of approved expenses.
- Maintain records of all expense claims and reimbursements.

Board of Trustees:

- Oversee the implementation and review of this policy.
- Approve expenses that exceed the designated threshold.

8. Monitoring and Review

- This policy will be reviewed annually by the Board of Trustees.
- The review process will consider feedback from trustees and the finance officer.
- The effectiveness and compliance with the policy will be monitored through regular audits of expense claims.

9. Contact Information

For any queries or assistance regarding this policy, please contact:

Designated Finance Officer:

Shane Davy (shane.davy@kingswoodsports.co.uk)

Chair of the Board of Trustees:

Sarah Weichardt (sarah.weichardt@kingswoodsports.co.uk)

Approved by:

Sarah Weichardt
Chair of the Board of Trustees
Kingswood Sports CIO

This policy ensures that trustees are reimbursed for necessary expenses incurred in their roles, promoting transparency and accountability while supporting Kingswood Sports CIO's effective governance.