

POLICY

Kingswood Sports CIO Staff Expenses Policy and Procedures

Policy Number	KS-ST-01
Effective Date	September 2026
Review Date	September 2027
Approved by	Board of Trustees
Version	1.0

1. Purpose

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

2. Scope

This policy applies to all paid staff members of Kingswood Sports CIO.

3. Definitions

Expenses: Costs incurred by staff members 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

- Staff are entitled to claim reimbursement for reasonable expenses incurred while performing their duties.
- The reimbursement of expenses is not a form of remuneration; staff can recover legitimate costs with provided evidence.

5. Eligible Expenses

With prior agreement from Kingswood Sport management, staff can claim reimbursement for the following types of expenses:

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.

Accommodation:

- Hotel or other lodging costs for overnight stays when attending events or meetings on behalf of the Charity.

Meals:

- Reasonable costs for meals when attending events or meetings that span meal times.

Communications:

- Telephone calls, postage, and printing costs directly relate to charity duties.

Training and Development:

- Costs for attending training courses, conferences, or seminars relevant to staffing and charity responsibilities.

Other:

- Any other expenses incurred in performing duties are subject to prior approval by the Board of Trustees.

6. Procedures for Claiming Expenses

Documentation:

- Staff must complete an expense claim form for all expenses incurred.
- Original receipts or invoices must be attached to the expense claim form.

Submission:

- Expense claim forms should be submitted to the designated finance officer within 30 days of the expense.

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.

Reimbursement:

- Approved expenses will be reimbursed via bank transfer within 14 days of approval.
- Staff members will be notified if any part of their claim is not approved, with reasons provided.

7. Responsibilities

Staff:

- 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:

Paul Richardson

Paul.Richardson@kingswoodsports.co.uk

Chair of the Board of Trustees:

Mike Corlyon

Mike.Corlyon@kingswoodsports.co.uk

Approved by:

Mike Corlyon

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.