



Board Members Expenses Policy

1. Introduction

This policy sets out the basis on which Homes for Wells (HFW) Board members expenses will be paid, and the process for claiming payment of reasonable and proper out of pocket expenses incurred by board members on board business:

HFW does not expect board members to be out of pocket for work carried out for HFW and allows board members to submit claims for reasonable expenses incurred whilst carrying out their HFW duties

2. Principles

The Charity Commission has issued guidance on the payment of expenses to charity trustees and board members and NHF directs us towards this CC11 guidance. Claims for, and payment of, expenses must be consistent with the following principles:

- a. Expenses are refunds by a charity of payments that the board member has made personally in order to carry out his or her board member duties. They are not payments for services.
- b. Expenditure should be made by the most cost effective means available. Train travel should be second class. Wherever possible therefore travel should be booked sufficiently in advance to take advantage of better value tickets. Where this is not possible, a brief note of the reasons for extra expenses incurred should be attached to the claim form.
- c. The expenses incurred must not be of a standard which would be a personal benefit to the board member eg. elaborate meals, first class rail travel. Under charity law a board member is not permitted to benefit personally from being a board member.
- d. Evidence of spending must be provided. Our auditors require that every expense claim is fully supported with tickets and receipts. These should be attached to travel claim forms.

- e. Expenses are not paid for partners who attend an event with a board member.

3. Allowable expenses

For the avoidance of doubt, the costs and other expenses for travelling to and from Board and Committee meetings and routine visits to the HFW office, are not allowable.

The following are otherwise legitimate expenses:

- a. the reasonable cost of attending to board member business or training courses (including bus and taxi fares where necessarily incurred, and petrol allowances permitted by the HMRC before tax becomes payable);
- b. the reasonable costs of childcare or dependent care, provided that it is agreed in advance, and in circumstances where a board member would otherwise be caused hardship or would be prevented from participating in an essential activity (please see section on child and dependent care below);
- c. the cost of postage and telephone calls on charity business;
- d. communication support: translating documents into Braille for a blind board member, or into different languages; and special aids for people with hearing loss. HFW will provide communication support for board members who request it.
- e. providing special transport or facilities for a board member with a disability; and reasonable overnight accommodation and subsistence while attending essential events (eg specialist or voluntary sector conferences) other than board member meetings.

4. Process for claiming expenses

All expense claims for attending HFW Board meetings and events should be submitted on a board member expense claim form and sent to the Treasurer, with receipts for all costs. Details should be itemised (i.e. travel and accommodation given separately) with the date for each. Forms are available from the Administrator. If exceptionally, a receipt is not available, please provide a signed note with explanation and attach this to your claim form. The Treasurer's expenses claims, and any claims about which he may be unsure, shall be referred to the Chair of the Finances Committee

Expense claims should be made at regular intervals, and preferably every 3 months. All expenses for the current financial year should be claimed before 31 March in that year.

5. Child and dependent care

As child and dependent care costs are variable, rate of payment and the period for which care costs will be payable, must be agreed in advance. Agreed costs will be paid on receipt of invoice or receipts. HFW will not normally pay for 24 hour care, and will not make payment to a board member's partner, spouse or other "Connected Person" within the meaning of charity law. Within this framework of reasonable costs agreed in advance with HFW the choice of carer, and responsibility for that choice lies with the board member.

6. Entertaining external parties

There may be occasional circumstances where costs will be incurred in entertaining external contacts on HFW business, such as lunch meetings with funders or others we are looking to work with. However:

- a. Entertaining expenditure must be agreed in advance by the Treasurer
- b. Costs for entertaining third parties will only be reimbursed by HFW provided that the occasion is clearly one which benefits HFW and not the board member.
- c. Separate entertainment claim form will be needed. HMRC requires that entertaining claims must detail all attendees (names and organisation) at the meeting as well as the reason for entertaining.

7. Payment of expenses

Board members to expenses will be paid by cheque.