Florence Colliery Sports and Social Club
(Registered Charity Number 522769)
Manager Mr Mark Wooldridge
Lightwood Road, Longton, Stoke on Trent ST3 4JS
Telephone (01782) 312881
Chairman Mr Tom Sheehan
Secretary Mrs Ann Nettleton
www.florencesportsandsocial.com

Expenses Claims Policy

(Registered Charity Number 522769)

1) Purpose of the Policy

Florence Colliery Sports and Social Club ('the Charity') is committed to ensuring that Charity funds are used responsibly, transparently, and in furtherance of its charitable purposes. This policy sets out the rules and procedures for reimbursing reasonable out-of-pocket expenses incurred by Trustees and volunteers while carrying out approved Charity activities.

2) Scope

This policy applies to all Trustees, Volunteers, and any individual authorised by the Charity to incur expenses on its behalf.

3) Authority to Pay Expenses

The Charity's governing document permits Trustees and Volunteers to be reimbursed for reasonable expenses properly incurred in the performance of their duties. Reimbursement of expenses is not a payment for services, wages, or honoraria.

4) Eligible Expenses

Eligible expenses include travel (public transport or private vehicle mileage at HMRC approved rates) event-related materials, venue or equipment hire and other directly related Charity costs.

5) Ineligible Expenses

Personal or private expenses, alcohol, fines, penalties, and luxury items will not be reimbursed.

6) Approval and Claims

Expenses over £250 or any unusual expenses must be approved in advance by the Trustees. Claims must be submitted within 30 days with original receipts.

7) Payment and Records

Reimbursement will be made by bank transfer only. All records will be retained in line with statutory and Charity Commission requirements.

8) Adoption and Review

This policy takes effect immediately upon adoption by the Board of Trustees.

The Trustees reserve the right to modify or update this policy at any time, with any changes effective immediately upon posting.

In any event this policy will be reviewed every two years.