MACCLESFIELD YOUTH BRASS BAND

EXPENSES POLICY

Purpose

Macclesfield Youth Brass Band recognises that trustees, volunteers and other authorised individuals may incur reasonable expenses while carrying out activities on behalf of the band. No individual should be financially disadvantaged as a result of supporting the band's charitable activities.

General Principles

The band will reimburse reasonable out-of-pocket expenses actually incurred on authorised band business.

Expenses must represent actual expenditure and must not include any element of personal benefit or profit.

Claims should be submitted as soon as reasonably practicable and normally within three months of the expenditure being incurred.

All expense claims should be supported by receipts, invoices or other appropriate evidence wherever possible.

Authorisation

Expenses incurred by volunteers, employees or other authorised persons shall be approved by the Treasurer or another trustee designated by the trustees.

Expenses claimed by the Treasurer shall be approved by another trustee.

Expenses claimed by a trustee shall be approved by a trustee who is not the claimant.

No person may approve their own expense claim.

Types of Expense

The following expenses may be reimbursed where incurred on authorised band business:

- Travel costs, including mileage, public transport, parking and tolls.
- Postage and stationery.
- Printing and photocopying.
- Music, equipment or consumables purchased on behalf of the band.
- Accommodation and subsistence where attendance at events, competitions, training or meetings has been authorised.
- Other expenditure approved in advance by the trustees.

Private expenditure will not be reimbursed.

Use of Private Vehicles

Where a private vehicle is used for authorised band business, mileage may be claimed at the rate approved by the trustees from time to time.

The driver remains responsible for ensuring that the vehicle is roadworthy, insured and legally compliant.

Trustee Expenses

Trustees may claim reimbursement of reasonable out-of-pocket expenses incurred in carrying out their trustee duties.

Such reimbursements are not trustee payments or trustee benefits and do not require separate authority provided they represent actual expenditure supported by appropriate evidence.

Record Keeping

A record of all expense claims and reimbursements shall be maintained by the Treasurer.

Expense claims and supporting documentation shall be retained with the band's financial records.

Review

This policy shall be reviewed annually by the trustees.

This policy was adopted on 02 September 2026

Signed Louise Renshaw ..... Chair

Name Louise Renshaw

Next review date 02 September 2027