



Second Helpings Stamford Expenses Policy

Aims of the Policy

To ensure that volunteers do not inadvertently incur expenses which we cannot justify or reimburse given our need at all times to ensure that our expenditure is relevant to our charitable objectives and can be fully justified and kept to a minimum.

We greatly appreciate that most volunteers not only provide their time free, but also choose to meet incidental expenses from within their own resources, i.e. at no charge to Second Helpings. This helps deliver our aim to feed bellies not bins at the lowest costs possible. However, we recognise not everyone is in a position to do this and we always want to attract as wide a diversity of volunteers as we can.

Process

All volunteers should make sure approval is given by their Team Lead or Management committee/ Board as appropriate to the person's position before incurring expenses. Written approval should be in place, an email will be sufficient.

Any claim for expenses should be made by completing the Volunteer Expenses Claim Form copy attached. It should be authorised by the individuals lead from the Management Committee with subsequent approval by Chair or Treasurer, If expenses are for anyone on the Management committee then approval should be by Chair/ Treasurer. Any expenses for Chair/ Treasurer should be approved by two other Board members.

Only expenses submitted on the relevant form and correctly authorised will be reimbursed. Details should be given of the spend and accompanied by invoices or VAT receipts if available. All claims should be signed by the Volunteer and the authorisers.

If this is not possible i.e. the volunteer submits their claim via email, or authorisation is via email then emails should be attached to confirm the claim and authorisations. Payments will be made by Bank Transfer.

All claims should be made within 30 days of expenses being incurred. Only actual costs incurred can be reimbursed, expenses do not represent a reward or compensation for loss of time.. Second Helpings can accept no liability for expenses that result from activities not agreed beforehand with a member of the committee. Any expense claims in excess of £50 should be highlighted in Management committee meetings. Any amounts over £100 should be approved in Management Committee meetings or by email if next meeting is not at a suitable time

Types of expenses that may be claimed (not limited to these but any others should be agreed by Board ahead of any approval to spend)

Mileage

Phone calls

The following where they cannot be sourced and paid directly from the Second Helpings Bank account
Printing and Stationery
Food required to supplement donations
Food Containers
Miscellaneous Kitchen Equipment

Mileage is only payable from the SH location at the Church In Barn Hill to the destination being visited on behalf of Second Helpings. No claim can be for more miles than the distance between the destination and Barn Hill. No claims will be paid from home to the Second Helpings/ Church premises solely to work in Cafe/ Kitchen or Bunker. Majority of claims are expected for Supermarket Collections

Where mileage is claimed for travel for volunteers from the Second Helpings premises/ Church the standard car mileage rate for volunteers working for Second Helpings is 20p per mile. This will be reviewed annually by the committee.

Examples

Drives from home to Church and then on to supermarket

Home to Church	and back	5 miles each way
SH / Church to Supermarket	and back	10 miles each way
Total Miles travelled		30 miles
Miles paid		20 miles

Drives from Home to Supermarket then on to Church and then returns Home

Home to Supermarket	5 miles
SH / Church to Supermarket	10 miles
Church to Home	5 miles
Total Miles travelled	20 miles
Miles paid	20 miles

Drives from Home to Supermarket then onto Church and then returns home

Home to Supermarket	10 miles
SH / Church to Supermarket	10 miles
Church to Home	20 miles
Total Miles Travelled	40 miles
Miles paid	20 miles

All volunteers should check that they are covered by their insurers for any travel they do for Second Helpings..

Other Types of Expenditure

There will be other costs that cannot be avoided when meeting our objectives on using Waste Food, but we should ensure kept to a minimum and where needed we make sure we are practising good cost control as well as considering any other impact is consistent with our Charity Constitution.

When looking at supplies we should obtain at least 2 but preferably 3 quotations balancing quality/costs and ensuring they are competitive.. Proposed spend over £100 should be approved prior to arranging with suppliers by agreement of the Management committee in their regular meetings or by email if this is not possible. Any application for approval should

be accompanied by justification of spend highlighting how this will benefit the charity and any alternative options considered.. A majority of committee members approving will be sufficient.

Other expenditure incurred to enable the charity to operate should ideally not be paid for by individual volunteers but orders placed with suppliers in the name of Second Helpings with payments being made by the Treasurer from the SH bank account with appropriate authorisation by 2 members of the management committee. Care should be taken to ensure approval in place prior to placing any orders.

Any planned expenditure over **£200** will require a Board Minute of approval before any orders placed and note to the Board should include 3 quotations with reasons given for chosen supplier as well as detailed justification for the spend and benefits to the charity as well as any alternative options considered.

Expenses that will not be reimbursed

Speeding Fines

Parking Fines or tickets

Any Tax or Insurance charges arising from any expenses claimed

Expenses Waived

Whilst recognised we do not intend to record these currently. This will be reviewed on an annual basis to see whether any changes in the charity would make this beneficial

Gifts Policy

Any gifts with exception of Financial Donations can be kept by the recipient.

Any financial gifts should be passed to the Treasurer to be banked into Second Helpings bank account as a donation

Review of Policy

This policy should be reviewed annually and agreed at AGM