

**Brecknock Society & Museum Friends**  
**Cymdeithas Brycheiniog a Chyfeillion yr Amgueddfa**  
**Charity Registration No. 518041 Rhif Cofrestru Elusennol**  
**Expenses Policy**

**Originator:** Nick Jones, BS&MF Treasurer

**Approved by BS&MF Executive Council:** July 2023

**Review date:** July 2025

BS&MF is committed to reviewing this policy every two years or sooner if required by changes in legislation or within the Society and in light of experience.

**Chair:** Elizabeth Siberry

**Brecknock Society and Museum Friends (BS&MF)**  
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*Brecknock Society and Museum Friends ("The Society")*

The Society will follow the Charity Commission's guidance in relation to Trustee expenses and payments ([CC11 Gov.UK](https://www.gov.uk/guidance/charity-commission-guidance-on-trustee-expenses)).

Council members/trustees and officers of the Society (together "Trustees" ) shall be unpaid.

Trustees shall be entitled to reimbursement of sums which they have legitimately paid personally on behalf of the Society for the purposes of furthering the Society's objectives including postage or courier fees or copying.

Claims for reimbursement shall be made to the Treasurer of the Society accompanied by appropriate supporting evidence such as invoices or correspondence.

Reimbursement of any sum below £100 will require the approval of the Treasurer.

Reimbursement of any sum exceeding £100 will require the approval of two Trustees (one of whom may be the Treasurer).

Any other items of expenditure such as reasonable costs required to enable a Trustee to carry out their duties shall only be reimbursed if approved by the majority of the Trustees at a quorate meeting of the Society's Council.

No expenses or payments will be made to Trustees in advance of them incurring the expenditure for which reimbursement is sought unless the prior approval of the majority of Trustees at a quorate meeting of the Society's Council has been obtained.

**Nick Jones, Treasurer**

**5 July 2023**