



The National Honey Show Ltd. Expenses & Petty Cash Policy

Volunteers and Committee members are entitled to recover expenses incurred in their volunteering activities on behalf of the National Honey Show Ltd. with the exception of travel, lodging or subsistence expenses at the Show itself.

Expenses are to be seen as being separate from procurement, to which a separate policy applies; expenses are day to day, incidental costs, where procurement is the acquisition of goods and services on behalf of the Show.

Such expenses must be wholly, necessarily and reasonably incurred and must, except as specified below, be supported by receipts, vouchers, tickets or bills. Electronic copies will be acceptable. The purpose of any expense must be stated.

Expenses may reasonably be incurred in attending official meetings, representing the Show at official meetings with other organisations and communication as necessary between meetings.

Travel expenses between home and meeting or direct between meetings will only be reimbursed as follows:

- train - standard class fares only
- car - at £0.40 pence per mile, no vouchers required but the number of miles claimed and the journey details must be specified
- air, taxi and overnight expenses, subject to agreement in advance by one of the Officers (Treasurer, Secretary or Chairman).

Communication expenses shall not include fixed costs such as line rental, fixed mobile call charges, broadband etc., but should be limited to the actual costs of calls made. Claimants must disclose the basis on which they have calculated the cost of calls claimed. Paper and printing costs will be reimbursed at the rate of £0.05 pence per side, reasonable estimates of the number of pages will be accepted. Claimants using their own printers or other office machines will be reimbursed for the cost of paper, cartridges and other supplies, but consideration should be given to procuring these through the Show's account

Postage will be reimbursed at cost.

Claims are to be made by submitting the claim to the Treasurer on the form provided, and attached to the necessary supporting documentation such as receipts.

Claims must be signed for and approved, either electronically or in writing by an Officer or a Committee member responsible for the cost centre to be charged.

Claims are to be submitted promptly, but no later than the end of the accounting year in which they fall, currently 31st May, or be forfeit.

The Chairman will approve the Treasurer's and Secretary's expenses and the Treasurer will approve the Chairman's

Claimants may not approve their own claims. In the event of dispute the decision of at least 3 Trustees (not including the claimant) shall be final.

Claims submitted at the Show may be settled in cash by the Chief Cashier, otherwise payment will be made by BACS, or by cheque if necessary.

Approved by The National Honey Show Ltd. Board:

Date:

Signed (Chairman):

ReviewCycle 5 years