



# **Volunteer Expenses Allowance Policy**

V2

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# Policy reference sheet

## Volunteer Expenses Allowance Policy

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Policy component	Description	Check
1 Policy statement	<b>This document is British Horse Society's policy for payment of volunteer expense allowances to regionally-held funds.</b>  The Board of Trustees has determined the need for each Region or Nation to receive an annual expenses allowance to cover the legitimate expenses of volunteers as outlined in appendix I. This policy sets out the mechanism by which that allowance will be paid.	
2 Policy audience	all internal staff and any BHS volunteers.	
3 Review programme	Next review date is 31 January 2026. Policy will be reviewed and approved by the Policy Review Group	

Sign off	
Signed by	
Signature	
Date	

## **1. Policy Statement**

- 1.1. This policy sets out the arrangements for providing Regions and Nations with an annual expenses allowance to meet the legitimate costs incurred by volunteers in delivering the work of the British Horse Society (BHS). The allowance is intended to operate as a managed float, ensuring volunteers are supported appropriately while maintaining effective financial oversight and accountability.

## **2. Principles**

- 2.1. The Board of Trustees will determine the initial amount of the annual expenses allowance. The payment will be made on receipt of the Region or Nation's volunteer team financial returns for the previous year as outlined below. This amount will be reviewed annually.
- 2.2. At the end of each financial year the Regional/National Treasurer will submit annual financial records which will detail the legitimate expenses payments made from the expenses allowance. Once these have been approved a balancing payment will be made to top up the expenses allowance to the original sum or such revised sum as may be agreed by the Board.
- 2.3. Should a Region/Nation's volunteer team find that their expenses allowance is insufficient to cover the legitimate expenses incurred during the year of operation, the Treasurer may (in conjunction with their Regional Manager) request further funds on submission of the relevant expense records to the Volunteer Support team.
- 2.4. Further, if the Regional/National volunteer team needs additional expenses allowance to deliver a major activity (or series of activities) which cannot be met by the in-year float then they should work with their Regional/National Manager and Volunteer Support Team to create a business case. More funds may be available on an exceptional basis to support such activities.
- 2.5. In all cases, costs incurred by a volunteer team should be wholly, exclusively and necessarily incurred in pursuit of the BHS's charitable activities.
- 2.6. If a cost or expense is incurred which is difficult to categorise or record, then refer to the Finance Department for guidance.

## **Appendix A**

### **Expenses legitimately met out of the Expenses Allowance**

The Expenses Allowance will be used to reimburse Individual and Volunteer Team Expenses. The definitions of legitimate expenses for this purpose are as follows:

#### Individual Expenses

An individual volunteer's travel, meals and accommodation incurred in carrying out duties at non-revenue generating BHS activities e.g. travel to a volunteer team meeting or a welfare concern, will be claimed via the volunteer expenses claim form as an individual expense and itemised under the relevant charitable objective.

#### Volunteer Team Expenses

These are items that volunteers may purchase for repeated use, for example signage, banners or for the purpose of carrying out BHS business, e.g. regular hall hire, tea/coffee etc. These will ideally be purchased centrally by the Treasurer or Regional/National Manager, but if a volunteer purchases an item on behalf of the Regional/National Volunteer Team, then it will be reclaimed using the Volunteer Expense form, categorised as a Regional expense and itemised under the relevant charitable objective.

All other costs, including event costs, will be met from Regional funds:

#### Activities/Event Expenses

Any costs incurred in setting up and running a revenue generating or free event e.g. venue hire, travel, refreshments, equipment, accommodation etc should be borne by that event. Costs of this type will be reclaimed using the Volunteer Expense form and categorised as an event expense.