

Expenses Allowance Policy

Approved by BHS Finance Committee on 17th January 2022

Approved by BHS Board on 2nd February 2022

Applicable from: 2022 Financial Year

The British Horse Society (BHS) is a company limited by guarantee, having no share capital, Company no. 0444742, Charity no. 210504 and SC038516.

The Board of Trustees has determined the need for each committee in the Regions and Nations to receive an annual expenses allowance to cover the legitimate expenses of both volunteers and the committee as outlined in appendix 1.

For the avoidance of doubt, this will include County and Regional Committees in England and Regional and National Committees in Scotland, Wales, Ireland, the Isle of Man and the Channel Islands.

The Board of Trustees will determine the initial amount of the annual expenses allowance. The payment will be made on receipt of the committee's financial returns for the previous year as outlined below. This amount will be reviewed annually.

The purpose of the expenses allowance is to enable the work of the BHS to be undertaken by volunteers and not for the committee to build up reserves. As such, the expenses allowance will operate as a 'float'.

At the end of each financial year the committee 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.

Should a committee find that their expenses allowance is insufficient to cover the legitimate expenses incurred during the year of operation, the Committee may (in conjunction with their regional manager) request further funds on submission of the relevant expense records to the Volunteer Support team.

Further, if the Committee needs additional expenses allowance to deliver a major activity (or series of activities) which cannot be met by the in-year float then the Committee 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.

Appendix 1

Expenses legitimately met out of the Expenses Allowance

The Expenses Allowance will be used to reimburse **Individual** and **Committee** 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 committee 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.

Committee Expenses

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

All other costs, including event costs, will be met from committee 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**.

Key Principles

In all cases, costs incurred by a committee should be wholly, exclusively and necessarily incurred in pursuit of the BHS's charitable activities.

If a cost or expense is incurred which is difficult to categorise or record, then refer to the Finance Department for guidance.