

## **THE TRUST**

### **TRUSTEE REMUNERATION & EXPENSES**

#### **Financial conduct of Trustees**

- A Trustee with specific expertise may on occasion be employed by the Trust with appropriate remuneration provided the employment and terms are set out in writing and agreed by the Trustees.
- Otherwise the Trustees are not entitled to receive any payment out of the charity's funds other than reasonable and necessary personal out-of-pocket expenses, such as the cost of travel to attend Trustee meetings. Additionally, they must not benefit, either directly or indirectly, from the charity by, for instance:
  - taking a lease of the charity's property;
  - borrowing money from the charity; or
  - being paid under a contract of employment.
- Trustees must ensure that any fundraising activity carried out by, or on behalf of, their charity is properly undertaken, and that all funds collected are properly accounted for.

#### **Trustee's Expenses**

- Whilst expenses may be claimed, it is the Trust's policy that minor expenses including intermittent postage, travel to Trust meetings, telephone calls, stationery, etc., should not be claimed unless in some way exceptional.
- Exceptional expenses may include travel to more distant events or meetings when authorised by or on behalf of the Trustees, including bed and breakfast (but not other meals), and expenditure in the course of work for the Trust that incurs out-of-the-ordinary sums of money, including the purchase of books for the Trust's Library.
- Exceptional expenses that are not claimed may with advantage to the Trust be shown in the accounts as donations.
- All expenses should be submitted in writing with receipts to the Hon Treasurer as soon as possible for refund and bookkeeping purposes.
- Small gifts to retiring Trustees, officers and others are allowed by the Commissioners, and for guidance it is noted that a small gift should not usually exceed £25.
- Refreshments at meetings should normally be at the Trustees' expense unless arranged for a large group by the Administrator when it is in order for the cost to be met by the Trust.