# SalGO Assist Trustee Expense and Payment Policy

## 1. Introduction
This policy outlines the principles and procedures relating to the payment and reimbursement of expenses incurred by Trustees of SalGO Assist. It is designed to comply with Charity Commission guidance (CC11) on Trustee expenses and payments and to ensure that all expenses are reasonable, transparent, and properly accounted for.

## 2. Purpose
The purpose of this policy is to:
- Ensure that Trustees are not financially disadvantaged when carrying out their duties on behalf of the Charity.
- Provide clear guidance on what constitutes an allowable expense.
- Ensure compliance with the Charity Commission's regulations and principles of good governance.

## 3. General Principles
In accordance with the Charity Commission's guidance, Trustees must only be reimbursed for reasonable and necessary expenses incurred in connection with their role as a Trustee of the Charity. Payments to Trustees for their work as Trustees are not permitted, unless specific exceptions apply, such as remuneration for services rendered outside of their Trustee duties.

- **No Profit:** Trustees must not make a personal profit from their role.
- **Transparency:** All payments and expenses must be documented and clearly recorded in the Charity's accounts.
- **Approval:** Any expenses or payments made to Trustees must be approved in advance by the Trustees (excluding the Trustee who is seeking reimbursement or payment).

## 4. Allowable Expenses
Trustees may be reimbursed for expenses reasonably incurred in performing their duties, including:

- **Travel Expenses:** Reasonable travel expenses incurred when attending Trustee meetings, site visits, or other Charity-related activities. This includes public transport, mileage (at the current HMRC rate), parking, and any other necessary travel costs.
- **Accommodation:** Reasonable accommodation expenses if a Trustee is required to travel overnight for Charity-related activities, such as meetings or conferences.
- **Meals and Subsistence:** Reasonable costs for meals and refreshments incurred while attending meetings or events on behalf of the Charity.
- **Training and Development:** Costs incurred for attending relevant training, conferences, or seminars that enhance the Trustee's ability to fulfil their role.
- **Other Reasonable Expenses:** Any other reasonable and necessary costs incurred in the course of the Trustee's work for the Charity, such as telephone calls, postage, or office supplies.

## 5. Payments to Trustees
In general, Trustees are not paid for their services. However, there are exceptions where Trustees can be paid for work outside of their role as a Trustee, provided that

this is in accordance with the SalGO Assist's Constitution and is in the Charity's best interests.

- **Remuneration for Services:** If a Trustee is paid for services rendered (other than their role as a Trustee), this must be approved by the Trustees and clearly documented.
- **Payment Process:** There must be no conflict of interest with any payment made to a Trustee for services outside of their role as a Trustee, and the payment must be proportionate to the work carried out.

**6. Approval Process**

- All expenses and payments must be pre-approved by the Trustees at a meeting or, where urgent, by the Chair and recorded in the minutes of the meeting. Trustees should submit a written request for reimbursement to the Treasurer or other designated person, detailing the nature and amount of the expense and providing receipts or other supporting documentation.
- Trustees who are requesting reimbursement must not participate in decisions relating to their own expenses or payments.

**7. Claims Process**

- Trustees must submit expense claims within a reasonable period following the expenditure (preferably within 30 days).
- Claims should include receipts or other evidence to verify the amount and nature of the expense.
- Claims will be reviewed by the Treasurer and Chairman to ensure compliance with this policy and the Charity's financial procedures before reimbursement is made.

**8. Records and Transparency**

- The Charity will maintain a record of all Trustee expenses and payments, and these will be subject to the Charity's usual accounting and auditing procedures.
- The Charity will ensure that appropriate transparency is maintained in relation to Trustee expenses, and that this policy is available to stakeholders upon request.

**9. Annual Review**

This policy will be reviewed annually by the Trustees to ensure its continued relevance and compliance with Charity Commission guidance.

**10. Compliance with Charity Law**

This policy is designed to comply with the Charity Commission's guidance (CC11) on Trustee expenses and payments. The Charity will ensure that all transactions are in line with its governing document, its charitable purpose, and legal requirements.

**11. Conclusion**

The Charity is committed to ensuring that Trustees are not financially disadvantaged while performing their duties but also to maintaining the highest standards of financial transparency and accountability. This policy aims to provide a clear framework for Trustee expenses and payments, ensuring that all Trustees are treated fairly and that the Charity's resources are used in the best interests of its charitable objectives

This policy will be reviewed and approved by the SalGO Assist Trustees annually or whenever necessary to ensure it remains up to date with changes in legislation and best practices.