

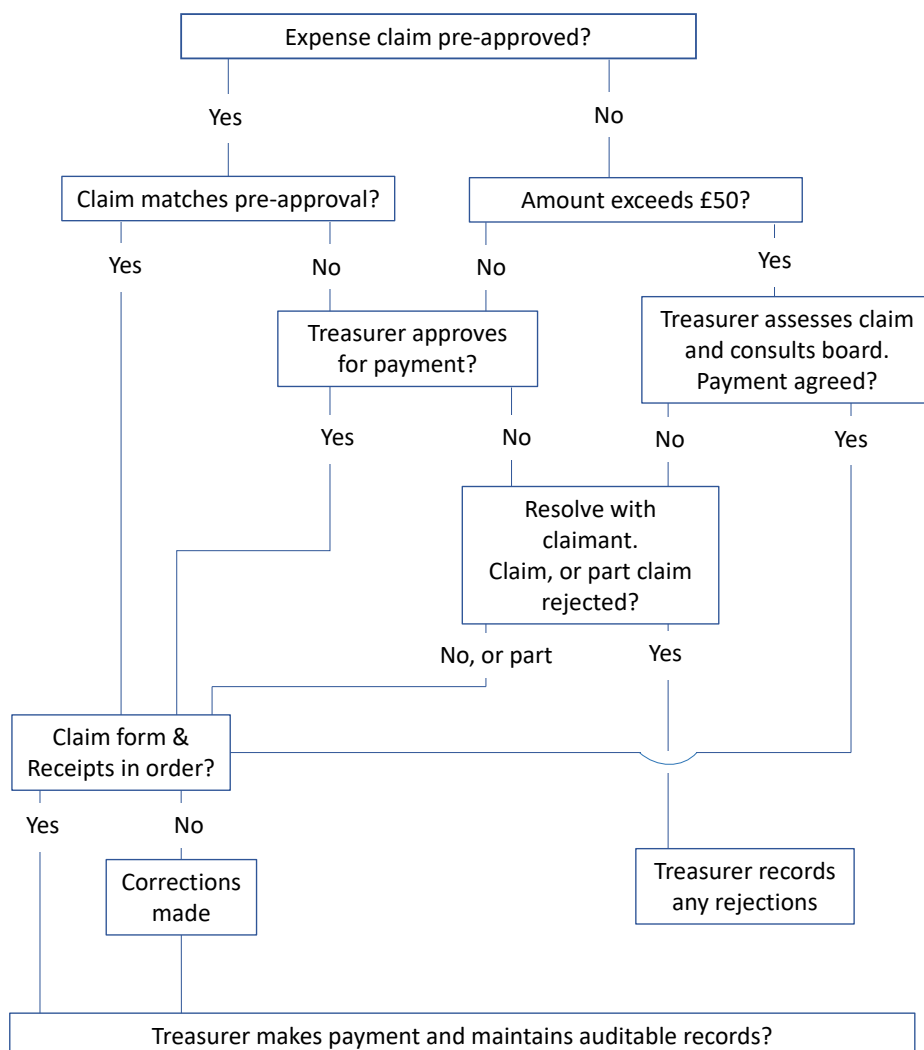
DEFINITION

Expenses are defined as sundry costs incurred by individuals in support of BACH’s activities. Expenses may, or may not, be forecast expenditures as part of BACH’s budget. Examples are: printing, refreshments at gatherings, hire of event venues, internet address purchases.

POLICY

1. All expenditure that individuals intend to claim as Expenses should, regardless of the amount, be pre-approved in principle by the Treasurer.
2. Where the amount for which pre-approval is sought is likely to be £50 or more the Treasurer shall consult with the Board.
3. In cases where pre-approval has not been possible (e.g., if urgent payment was necessary, or where the expenditure was genuinely unforeseen) then the Treasurer shall approve, or otherwise, payment if below £50. If greater than £50 the treasurer shall consult with the Board.
4. All expense claims should be accompanied by a completed Expense Claim Form and receipts, both either as originals or scanned copies.
5. Expense claims and payments shall be fully auditable.
6. Approved Expense claims shall be reimbursed promptly (within 10 days).

PROCEDURE



Bridport Area Community Housing Expense Claim Form			
<p>Please complete this Form and send to our Treasurer, either:</p> <p style="padding-left: 40px;">By mail with the original receipt(s) attached, to: Bridport Area Community Housing, Attn: The Treasurer. c/o Bridport Town Council, Mountfield, Bridport, DT6 3JP</p> <p>or:</p> <p style="padding-left: 40px;">By email together with a scanned copy of the receipt(s) to treasurer@bridportach.org.uk</p>			
Name:			
Date:			
Reason for expense:			
Applicable Project/Grant			
Expense details:			
No.	Details	Amount	Receipt attached?*
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N

* Please note: Receipts are important for our audit trail.