LINCOLNSHIRE FAMILY HISTORY SOCIETY

Trustee and Officers' Expenses Policy

1. Statement of Principle
The Executive Committee (Trustees) and Officers of the Lincolnshire Family History Society (LFHS) serve in a completely voluntary capacity. Trustees and Officers receive no salaries, wages, or performance benefits. However, in line with Charity Commission CC11 guidance, they are entitled to be reimbursed for legitimate, necessary, out-of-pocket expenses incurred strictly while executing their official duties.

2. Permitted Reimbursable Expenses
Reimbursements are restricted to the actual costs incurred on behalf of the Society. The primary categories are:

- **Postage and Stationery:** The actual cost of stamps, envelopes, and printing supplies used for official Society correspondence, journal distribution, or branch administration.
- **Travel and Mileage**: Where travel is explicitly required to attend executive meetings or transport physical archive sales/bookstalls, car mileage may be claimed. Claims must align with the standard HMRC Approved Mileage Allowance Payments (AMAP), currently capped at 55p per mile.
- **Other Essential Communication**: Minor telephone costs or printing expenses explicitly tied to organising Society events.

3. Claims Procedure and Approvals
To maintain robust financial integrity and prevent internal conflicts of interest:

- **Evidence:** All claims must be submitted to the Treasurer using the standard LFHS Expense Claim Form (or an agreed suitable substitute), accompanied by valid receipts or calculated mileage.
- **Dual Sign-Off Required**: No trustee or officer can approve or sign off on their own expense claim.
- The Treasurer may review and authorise other claims. They will appear on the end-of-year accounts as in 4 below.
- The Chairman (or an independent trustee) must counter-sign the Treasurer's own claims.
- **Timeline:** Claims should be submitted within 30 days of the expenditure.

4. Annual Reporting
In compliance with statutory charity accounting formats, the total aggregated amount of all trustee and officers' expenses paid during the financial year will be clearly declared within the LFHS Annual Financial Statements submitted to the Charity Commission.

For Review dates, see following page.

Reviews of this Policy
This policy will be reviewed annually by the Executive Committee at its first meeting following the Annual General Meeting. The Executive Committee may review and amend this policy at any time if changes in legislation, Charity Commission guidance, best practice, or the Society's circumstances make this necessary. The date of the most recent review will be recorded in the Committee minutes.

Approved by the Executive Committee: 24 September 2026
Last reviewed: No reviews to date
Chairman: Colin Ashworth
Next review: First Committee meeting following the 2027 AGM