

 <p>The logo for Dollar Community Development Trust features the word 'DOLLAR' in a curved banner at the top. Below it is a stylized yellow house with a green roof, set against a background of green and blue wavy lines. The text 'COMMUNITY DEVELOPMENT TRUST' is written in a smaller font to the right of the house.</p>	<h2>Expenses and Gifts</h2>
<p>Company no: 563463 Charity no: SC047335</p>	<p>Created: March 2018 Next revision date: March 2020</p>

The Trustees of Dollar Community Development Trust are committed to ensuring no member of the community is deterred from volunteering for work with the Trust by incurring personal expenditure. All employees of the Trust will also be reimbursed for appropriate expenses incurred fulfilling their duties for the Trust.

The Trustees are also committed to the highest standard of probity and personal gifts of any kind will not be accepted by trustees, employees or volunteers.

## Expenses

### 1. Policy Objectives

To encourage the participation of volunteers by removing any concern over incurring personal expenditure.

To ensure that employees are properly reimbursed for appropriate expenses.

### 2. Process

All volunteers and employees should keep a record of expenses incurred whilst engaged in Trust work.

VAT Receipts/tickets should be retained for all expenditure with the exception of car mileage.

Car mileage should be recorded by stating the start and end point of each journey and the total mileage covered. This will be reimbursed at the HMRC recommended mileage rate (currently 45p/mile).

Meals taken when away from Dollar on Trust work should be at a maximum cost of £5 for lunch, £10 for dinner.

Accommodation costs should be approved in advance by the nominated trustee or chair of the Trustee board.

All expenses should be submitted within 3 months of being incurred to the nominated trustee using the attached claim form.

### **3. Approval**

The board of trustees will nominate one of their number to be responsible for the approval and payment of expense claims. The board will review expenditure at each board meeting.

**Nominated Trustee:** Norman Dunning

## **Gifts**

### **1. Policy Objectives**

To avoid an actual or the appearance of a conflict of interest and to demonstrate the Trust's commitment to equality, impartiality and to the highest standards of conduct.

### **2. Process**

No personal gifts of any kind or of any value shall be accepted by any representative of the Trust

"Gift" means any item having a cost or financial value, including food or beverages.

All volunteers and employees will be informed of this no-gift policy and the reasons for it.

Any personal gift that is received shall be returned to the giver whenever feasible. If this is not possible, gifts may be raffled or auctioned to raise funds for the Trust.

