



Expenses Policy for the Orkney Nature Festival

Guidelines for Managing Expenses

Introduction

The Orkney Nature Festival is committed to fostering transparency, accountability, and sustainability in all aspects of its operations. As a registered charity, it is vital that the organisation manages its finances responsibly to ensure its long-term success and the fulfilment of its mission. This expenses policy outlines the procedures, guidelines, and principles governing the reimbursement of costs incurred by individuals acting on behalf of the Orkney Nature Festival.

Purpose

The purpose of this policy is to:

- Define reimbursable expenses and ensure they are aligned with the charity's objectives.
- Establish a clear process for submitting expense claims.
- Ensure compliance with relevant laws and regulations, including charity and tax laws.
- Promote fairness and transparency in expense management.

Scope

This policy applies to:

- Employees of the Orkney Nature Festival.
- Volunteers working on behalf of the charity.
- Contractors and third-party service providers, where applicable and agreed upon.
- Trustees of the charity.

Reimbursable Expenses

The following categories of expenses may be reimbursed, provided they are pre-approved and directly related to the charity's activities:

Travel

- Public transportation costs, including bus, train, and ferry tickets.
- Vehicle mileage for personal car use, reimbursed at the charity's standard mileage rate.
- Parking fees.

Accommodation

- Hotel or lodging expenses incurred during overnight stays for charity-related activities.



- Accommodation should be booked at the lowest practical rate without compromising safety or suitability.

Meals and Refreshments

- Reasonable meal expenses incurred during charity-related activities, up to the maximum daily limit set by the charity.

Office Supplies and Materials

- Stationery, postage, and printing costs directly relevant to charity activities.
- Special equipment or materials required for events, as pre-approved.

Event-Related Costs

- Items purchased for charity events, such as decorations, promotional materials, or catering services.
- Rental fees for equipment or venues.

Non-Reimbursable Expenses

To maintain financial integrity, the following expenses will not be reimbursed:

- Personal expenses unrelated to charity activities.
- Alcoholic beverages (unless part of a pre-approved event).
- Fines, penalties, or parking tickets.
- Luxury or premium services beyond reasonable necessity.

Expense Approval

All expenses must be pre-approved by the Chairperson. For substantial costs exceeding £200, prior approval must be obtained from the Board of Trustees.

Documentation Requirements

To claim reimbursement, individuals must provide:

- Original receipts or invoices clearly indicating the date, amount, and nature of the expense.
- A completed expense claim form with relevant details.
- Any additional documentation as requested by the charity.

Submission Process

- Expense claims must be submitted within 30 days of incurring the expense.
- Claims should be sent to the designated Treasurer via email or in hard copy.
- The Treasurer will review claims for accuracy and compliance with this policy.
- Approved claims will be reimbursed within 14 working days.



Monitoring and Review

The expenses policy will be reviewed annually by the Board of Trustees to ensure its continued relevance and effectiveness. Amendments may be made as needed to reflect changes in financial regulations or operational requirements.

Policy Compliance

Failure to comply with this policy may result in the rejection of expense claims or disciplinary measures. The Orkney Nature Festival reserves the right to investigate any suspected misuse of funds.

Contacts

For questions or clarifications regarding this policy, please contact:

- Treasurer: Leah Hunter
- Email: leahtealmolly@gmail.com
- Phone: 07519 974685

Conclusion

This expenses policy reflects the Orkney Nature Festival's commitment to financial transparency and accountability as a registered charity. By adhering to these guidelines, the organisation ensures that its resources are allocated effectively, supporting its mission to celebrate and protect the natural wonders of Orkney.