



## Volunteer Expenses Policy

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Who this document applies to:	All volunteers of OPAL Services, including Trustees

## **1. Introduction**

Expenses policy for volunteers of OPAL Services

## **2. Purpose of this Policy**

To provide guidance to the volunteers regarding reimbursable expenses

## **3. Definitions**

OPAL Services - OPAL

Reimbursable expenses – Any expenses incurred by a volunteer using their own funds for the provision of an OPAL service or project. This includes travel expenses.

## **4. Procedures**

Any reasonable expenses incurred while volunteering for OPAL Services (OPAL) or any project it runs may be claimed by volunteers provided they have prior permission from the organisation.

Claims should be made within the accounting year (1<sup>st</sup> April to 30<sup>th</sup> March) in which the expenses occurred.

### **4.1 Authorisation to incur Expenses**

Expenses outside of the usual running costs of a service must be authorised by the Organiser of that service before the volunteer incurs them.

Claims which exceed £50 (excluding travel) must have prior written agreement from the service line manager before the volunteer incurs any expense. This should include both single and multiple items where the total expenditure exceeds £50. This agreement should be attached to the relevant claim on submission.

Any predicted expense (excluding travel) which exceeds £500 should be authorised by the OPAL Board prior to purchase. This should include both single and multiple items where the total expenditure exceeds £500. This authorisation should be attached to the relevant claim form.

### **4.2 Travel expenses**

Travel expenses incurred by volunteers can be claimed if travel is requested by an OPAL member of staff or whilst on OPAL business.

Travel expenses should be claimed using the relevant OPAL form and submitted no more than 2 months from the last date of travel. Travel Expenses will be paid in accordance with OPAL finance procedures and will only be paid to the person named on the claim. Should a volunteer wish to donate travel expenses back to OPAL Services, the relevant transactions should be recorded in the accounts as an expense and a corresponding donation. Expenses can only be donated if the volunteer indicates as such on their expense claim at the time of submission.

### **4.3 OPAL Club expenses**

OPAL Club expenses less than £50 for small items purchased by volunteers for the day-to-day running of the club are to be claimed through the club's monthly cash sheet and reimbursed from the club's petty cash\* at the time of the club session. Receipts should be submitted by the volunteer and all receipts must be attached to the cash sheet.

Any volunteer making a claim should ask another volunteer or a member of staff to check any expenses paid to them and then both parties should initial the cash sheet.

For claims over £50, the volunteer must complete a Volunteer Expense Claim Form and attach all valid receipts. The organiser responsible for the service must complete and sign the form as validation that the volunteer expense is true and correct. The organiser must then submit the form and valid receipts to finance for payment. If the expenses (excluding travel) total £500 and over, the organiser must submit a written authorisation from the Board.

Any claim being made without a valid receipt should only be reimbursed at the discretion of the organiser and only if the value does not exceed £10. The organiser must indicate and initial the cash sheet.

Should a volunteer wish to donate small expenses back to the club, the organiser should record the expense on the cash sheet, attach the receipt and then also enter the amount as a donation. The volunteer should initial both entries and a note should be included on the cash sheet.

\*Where clubs have no petty cash, organiser can choose to reimburse as per 4.4 below, expenses should be recorded on the cash sheet as above.

### **4.4 OPAL services expenses**

OPAL service expenses for small items purchased by volunteers for the day to day running of OPAL services should be split into 2 categories, claims below £10 and claims above £10.

#### **4.4a Claims below £10**

For claim amounts below £10, the organiser can choose how best to reimburse the volunteer. For these amounts, the organiser, should they wish on submission of a valid receipt from the volunteer, reimburse them from their own pocket and then submit the claim via the normal staff expense system as if it were their own claim or the organiser can request the volunteer follow the process for claims above £10.

#### **4.4b Claims above £10**

For claim amounts above £10, the volunteer must complete a Volunteer Expense Claim Form and attach all valid receipts. The organiser responsible for the service must complete and sign the form as validation that the volunteer expense is true and correct. The organiser must then submit the form, valid receipts (and the written authorisation if it totals over £50) to finance for payment. If the expenses (excluding travel) total £500 and over, the organiser must submit a written authorisation from the Board.

#### **4.4c Trustee expenses**

For all claim amounts the trustee must complete as 4.4b. All expense claims submitted from trustees will be approved by the Treasurer, with the claims submitted by Treasurer being approved by OPAL Chair.

Should a volunteer wish to donate services expenses back to OPAL, the relevant transactions should be recorded in the accounts as an expense and a corresponding donation. Expenses can only be donated if the volunteer indicates as such on their expense claim at the time of submission.

#### **4.5 Finance approval of volunteer expense claims**

Individual travel claims less than £150 – Finance Officer

Individual travel claims exceeding £150 - Treasurer

Individual expense claims less than £150 - Finance Officer

Individual expense claims exceeding £150 –Treasurer

Claims will be processed each week and paid during the next available payment run.

### **5. Associated Documents**

Volunteer Expense Form

Volunteer Travel Expense Form

Monthly Cash Sheet

Staff Expenses Procedure

OPAL Financial Procedures