



# Expenses policy, Personal benefit guidelines and payment to Trustees

## Introduction

LBKA is a registered charity (No 500360) and its published objectives are

- To encourage, improve and advance apiculture primarily but not exclusively within Lincolnshire, to the public good
- To advance the awareness of the public in the importance of bees in the environment.

## Personal Benefit Guidelines

These guidelines are for all LBKA members

1. No member volunteering for LBKA should benefit financially from this work other than receiving legitimate receipted expenses.
2. The Association accepts that several members and trustees have business interests in relation to beekeeping and sale of bee related products. However, if a member is approached to perform any task by or through the Association, either for the Association itself or for an external body, he/she will be regarded as representing the Association in carrying out its charitable objectives and will only claim expenses and not charge for personal time in line with the letter AND the spirit of these rules and guidelines.
3. Any member may however provide products of the hive and receive payment from their sale, to a stall which is part of a charitable fund-raising event, providing there is an agreed advertised price and sales are open to all other members within the Association/ District as appropriate.
4. Permission for any other exceptions must be sought from Central Council based on the criteria that they are in the best interests of LBKA.
5. District funds should be used to pay for all expenses of those trustees who are District Representatives to Central Council and to other members working in a voluntary capacity within their District.
6. Districts shall decide what constitutes appropriate expenses for their Representative to Central Council but are advised to use the guidelines for Central Council Officers as set out in this document.
7. Central Funds should be used to pay for expenses of trustees who are Central Council Officers, i.e., Chair, Vice-Chair, Secretary, Membership Secretary and Treasurer.
8. Claims for all expenses should be accompanied by a receipt.
9. Travel expenses should be paid at/up to the BBKA rate. BBKA rate as of February 2021 is 40ppm

10. Expenses can only be claimed for any item essential to carrying out the particular role in question e.g.

- travel to meetings or extraordinary travel on LBKA business as agreed beforehand
- stationery and postage
- printer inks
- telephone calls
- any other essential equipment

11. All items should be agreed in advance by Central Council or District Committee as relevant.

## **Payment to Trustees**

This policy was originally devised following the need to replace honoraria for trustees in view of the Charity Commission's ruling. It recognises that charity law prohibits payment from a charity's funds to a trustee or person connected to a trustee unless there are exceptional circumstances when this would be in the best interests of the Association.

1. Such exceptions must be formally approved by the body of trustees on Central Council if payment would be below £1000 or by the Charity Commission if payment would be above this figure.
2. Any such approved payments must be recorded in the minutes and a written contract made.
3. The trustees of LBKA are its Principal Officers (Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary), Secretary of the Lincolnshire Show Committee and District Representatives. All trustees are registered on the Charity Commission website.
4. It bears in mind the need to be fair to all members. This means using funds wisely but also not discriminating against anyone who might be deterred on financial grounds from putting themselves forward for LBKA office.
5. Charity Commission rules are based on the principle of unpaid trusteeship but also make it clear that legitimate expenses can be paid; trustees are not expected to be out of pocket as a result of doing their job.
6. This policy also reflects the fact that LBKA is a charity whose work is mainly carried out by volunteers who similarly should not be disadvantaged by so doing.
7. All trustee payments must be recorded in the charity accounts annually.

This policy was approved by LBKA's Central Council at its meeting April 2021 and will be reviewed July 2024