

**Policy on expenses and members making personal benefit from the Association**

**Principles:**

1. This policy was originally devised following the need to replace honoraria for trustees in view of Charity Commission's ruling.
2. 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. 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. 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 of the Education Committee, Secretary of the Lincolnshire Show Committee and District Representatives.
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 office. 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.
5. 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.

**Practice:**

1. No member working 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 bee keeping 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 the charity's 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 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.

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.

This policy was originally agreed at the Central Council meeting 13/04/10 and is here as amended January 13<sup>th</sup> 2015

Celia Smith  
Hon Association Secretary

To be reviewed by January 2018

For information: BBKA travel expenses rate in Jan 2015 is 40p per mile