

Volunteer expenses policy



Policy introduction:

Wherever possible the club should pay direct for all expenditure. However, this may not always be possible and good practice dictates that no volunteer should be out of pocket as a result of their volunteer role; actual out of pocket expenses will be repaid. Claims for reimbursement of expenses should be submitted at least monthly. Except in exceptional circumstances, advances will not be paid in anticipation of expenses being incurred. However, regular cash expenses such as referees' fees can be reclaimed as they arise.

Note: repayments shall not exceed actual out of pocket expenses as this may be liable to taxation and could result in Pride Park being inadvertently classed as an employer and therefore responsible for complying with statutory obligations.

Policy Implementation:

- When creating new voluntary roles within the organisation a budget should be made available for volunteer expenses.
- All volunteers must be made aware of the availability of expenses, what is eligible and how to claim expenses. If in doubt about whether an item of expenditure is eligible to be reclaimed, volunteers should consult the Secretary.
- Expense claim forms should be made readily available and easy to access for all volunteers.
- Where expenses are not available the volunteer should be made aware prior to the start of their role/work.
- Receipts should be kept and submitted with the claim form

Eligible items to claim from volunteer expenses:

- ✓ **Referees Fees:** payment of referees' fees in line with published league tariffs.

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- ✓ **Pitch fees:** pitch fees for training and league games should be paid via a direct debit from the Club's account in liaison with the Secretary/Treasurer (ensuring where applicable any VAT exemptions are claimed). Hire of pitches for Cup matches, and pre-season friendlies (within reason; typically the costs of pitches and referees for friendlies are shared with opponents) should wherever possible be paid by the Treasurer but, where this is not possible and by prior agreement, will be reimbursed.

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- ✓ **Tournament entry fees:** entry fees for tournaments (within reason)

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- ✓ **Kit and Equipment:** small purchases of equipment/kit – e.g. replacement first aid supplies. Replacement balls and other items should be cleared through the Secretary/Committee initially (as there may be spares available within the club)

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- ✓ **Course Fees and Subscriptions:** pre-approved coaching and other courses fees, subscriptions e.g. DCFA Coaches Community, and other coaching resources

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- ✓ **Administration:** postage, photocopying and printing etc. costs incurred as part of the volunteer role.

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Expense claim process:

