

Soar Sound Directors Expenses

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1 Document Information

Policy: Soar Sound Directors Expenses

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Planned Review Date: 5th March 2025

Author: Rob Watson (Organisational Development Director of Soar Sound)

Soar Sound's Safeguarding Officer:

Policy Validity Statement: Policy users should ensure that they are consulting the currently valid version of the documentation. This document will be reviewed one year from its issue date.

Approval: The policy will remain valid, including during its period of review. However, the policy must be reviewed next year and afterwards at least once in every three-year period.

2 Introduction

This policy sets out how Soar Sound will fulfil its statutory duties and responsibilities effectively, both within its own organisation, and for the affiliated groups and members that help with Soar Sound's not-for-profit vision and public purpose objectives.

2.1 Vision

Soar Sound seeks to provide broadcast radio and other online and legacy media services that are not for private gain, with any surplus or assets used principally for the benefit of the community.

2.2 Objects

The objects of the company are to carry on activities which benefit the community and in particular (without limitation) to carry out radio broadcast and media production services that will benefit communities resident in Leicester and Leicestershire, and in particular, and without limitation, with a focus on public education, wellbeing, mental health, economic development and employment.

Soar Sound supports all services, projects and activities that meet our not-for-profit objectives, as above, through offering publicity in our Soar Sound radio service and other media services.

3 Purpose of the Policy

The purpose of this policy is to ensure that, as a result of travelling or performing any other tasks as part of their post holder duties, the Directors within Soar Sound are not placed at a financial disadvantage. Equally, there should be no financial gain from travelling or activities that are necessary to undertake the role of a post holder of Soar Sound.

All Directors of Soar Sound have a duty to act with care and diligence in the best interests of Soar Sound. Directors will act with a higher level of care than they may do with their own finances and affairs, and this will be reflected in their minimising the expenses that they reclaim from Soar Sound. Director expenses will be a unique heading in the charities budget and in the CIC's accounts.

4 Reporting on Expenditure

Directors' expenses will be an agenda item at the Soar Sound's Directors' meetings.

As part of the annual budget process, the Directors will draw up a list of activities / events which Directors are required to attend and for which they may claim expenses. The budget process will identify expected costs for approved trips. When the travel is being undertaken where the actual costs will be more than 20% above the budgeted figure for the trip, the Directors will be advised of the increased cost before the trip being undertaken and approval sought from the committee (email process if necessary) before the cost is incurred.

Prior approval for travel and subsistence expenses for events which have not been included in the annual budget must be obtained. The Chair and Treasurer can approve one-off trips which will incur travel and subsistence costs of up to £50. Expenses over this figure require to be approved either at the Executive committee meeting before travel, or, where travel requires to be booked as early as possible to obtain cheaper fares, by an email approval process.

- The approval process requires the proposed attendee to provide details of the event to be attended, full costs of the trip, Directors required to attend the event and the benefit to Soar Sound.
- The procedures outlined must be followed when claiming expenses.

5 Expenses Principles

- All expenses must be supported by receipts and claimed using the appropriate expense claim forms. The maximum amount allowable for each expenditure type is outlined in the attached table.
- The most cost-effective solutions available at the time should be sought.
- All expenses that fall out with these guidelines must be authorised in advance by the Executive Committee.
- All claims must be authorised by the Chair and The Treasurer (where expenses are for the Chair or Treasurer, then another committee member must authorise the form).
- Directors will be reimbursed according to actual and reasonable cost.

5.1 Travel

The most economical mode of transport should be used.

5.1.1 Rail

Rail travel will normally be reimbursed at the standard class rate except where relevant reductions are available e.g. cheap day return; Friends & Family, or it is better overall value to travel first class.

5.1.2 Car

Mileage may be claimed for car use (as per Leicester City Council guidelines for cars and motor-bikes) subject to a maximum of 50 miles per trip.

5.1.3 Note

See the HMRC rules re reporting of mileage and expenses. Whilst there is a HMRC maximum rate related to the total annual mileage, there is nothing to stop an organisation paying say 20p per mile or whichever rate is considered acceptable for the first X number of miles and a lesser amount thereafter. These are decisions to be taken by the organisation. Often in rural areas, there may not be alternative public transport at suitable times and with restrictions on how people may wish to

travel during/after the Covid pandemic, alternate travel arrangements may be made which are not necessarily the cheapest, but which provide what is deemed to be the safest acceptable method of travel. In all cases, the purpose of the policy is to allow the Directors to carry out their duties at no cost to themselves. Rates used should be agreed by the appropriate committee before their expenditure.

- Fuel can only be claimed when a hire car is used. In all other circumstances, mileage must be claimed.
- If a Director uses their own car for Soar Sound business, they must ensure that their insurance policy covers them and any passengers that they may have for this purpose.
- Directors are responsible for any fines or penalties they incur whilst travelling on Soar Sound business.
- Any parking fees or tolls incurred when travelling on behalf of Soar Sound may be claimed with the relevant receipts.

5.1.4 Taxi

Where efficiency demands or this is the only practical option, a taxi can be used.

5.1.5 Plane

Where travel requires a flight, or it is the most time efficient or economical method of transport, flights may be booked at the most economic rates.

5.2 Overnight Stays/Subsistence

5.2.1 Accommodation

- Where an overnight stay is required, accommodation/hotel bookings should be within the vicinity of the location being visited. See table below for guidance on expenditure.
- When staying at family or friends, it is not Soar Sound policy to make a gift in lieu of hotel charges.

- You should cancel any hotel booking no longer required in good time to avoid cancellation charges.
- Wi-Fi costs are claimable provided the Wi-Fi is being used for work purposes.

5.2.2 Meals and drinks

- When staying away from home on Soar Sound business, you may claim for the cost of meals and beverages according to the table below.

5.2.3 Other Expenses

There may be other items that could be considered legitimate expenditure. However, these should be agreed in advance with the executive committee and be in line with this Policy Statement.

5.3 Procedure for Claiming Expenses

Expense claim forms should be submitted promptly and must be submitted within a month of the expense being incurred.

5.3.1 Non-pandemic Process

All expense claim forms must be signed, and receipts attached prior to passing to the relevant Director for authorisation. Only valid itemised receipts showing the name of the vendor, location, date and monetary amount will be accepted supporting an expense claim. Charge/credit card receipts or billing statements are not sufficient on their own. Photocopies are not acceptable.

5.3.2 Pandemic process

During a pandemic period, if a Director cannot send signed expense forms and receipts to the relevant Director for authorisation, if it is possible, scan the documents and email these to the relevant Director for authorisation. The Director should also declare on the expense form that these are copies of original receipts. At an appropriate time and if necessary, the original paper versions of the documentation - expense claim and receipts – can be forwarded to the relevant Director.

Directors are responsible for ensuring that expenditure is kept to a minimum. They must check that all claims meet the requirements of this policy.

5.4 Payments

- Expenses will be paid through BACS and only in special circumstances will small amounts be paid from petty cash.
- Expense reports that are incorrect or incomplete will be returned to the originator.

6 Guidance on Reclaimable Expenditure

Form of Transport	Acceptable Cost	Notes
Public Transport	Cheapest mode of transport, making use of available offers	Exceptions would be where travel being undertaken on behalf of Soar Sound has time as an issue, or where public travel during a covid period uses the cheapest mode of travel an issue. The alternative travel mode must be authorised by the executive committee.
Mileage (car)	45p per mile for the first 10,000 miles 25p for above 10,000 miles	HMRC Guidelines (or alternative rates as approved by the organisation)
Mileage (motorbike)	24p	HMRC Guidelines (or alternative rates as approved by the organisation).
Overnight Accommodation	Approval must be sought from the executive committee	Directors are entitled to a single room with en suite.
Teas/Coffees and snack	To maximum value of £4	Refreshments can be claimed where Directors are travelling long distances on business.

7 Claiming Expenses

This form must be supplied along with receipts electronically to friendsofevington3@gmail.com (Treasurer) for all claims related to Soar Sound. Without receipts, no payment can be authorised. In any cases of receipts not being provided, the matter must be referred to the Soar Sound Treasurer, who will discuss what steps can be taken to ensure compliance with financial accountability.

Name	
Address	
Membership no.	

Direct bank transfers will be used wherever possible to reduce the transfer of cash or cheques—please provide your details below.

Bank name	
Name on account	
Sort code	
Account number	

Date of expense	Details	Amount	File name of receipt attached

Total:			

I confirm that this claim is accurate and that the above expenses have been incurred by me in the performance of my duties for Soar Sound

Digital Signature (scanned or digitally photographed) :

Date:

Soar Sound will meet all reasonable expenses incurred by claimants in carrying out their duties. Please give brief details of what work each expense relates to, giving details of all journeys, and attach corresponding receipts. Expenses claimed without receipts may be declined. Your assistance in keeping Soar Sound's costs as low as possible is greatly appreciated.

8 Monitoring and Review

Soar Sound will monitor and evaluate the information that is appropriately collected in relation to claiming of expenses by Directors, and will make periodic reports to the Director Board, making recommendations for improvements and changes to the Soar Sound's activities and communications.

Signed: Rob Watson

Position: Organisation Development Director

Date: 9th March 2024

Review Date: 5th March 2025

Soar Sound

9 References

OSCR Director Duties - <https://www.oscr.org.uk/managing-a-CIC/Director-duties/>

HMRC rates <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>