

MUCH Financial Control Policy

Capital Spend

During the project start-up, our initial capital spend control will be as follows:

- o Any spend up to £50 that may need to be actioned quickly, must be agreed by a minimum of three Trustees. Whose names will be recorded in the Finance spreadsheet.
- o Anything over £50 should be agreed at a trustees meeting.
- o In extenuating circumstances a spend over £50 may be agreed via an email vote of all the Trustees.

All spend will be made with the foremost aim of obtaining best value for money.

Out of Pocket Expenses

Any out of pocket expenses incurred by Trustees or MUCH volunteers etc., up to £50, must be agreed by a minimum of three Trustees. Any more than £50 must first be agreed at a Trustee meeting.

A claim form, detailing the expense, must be completed and where possible a receipt attached. The form to be signed by the agreeing Trustees.

If travel is required, where possible public transport should be the preferred method of transport.

If this is not possible then the following HMRC mileage rates will apply.

First 10,000 miles is at 45p per mile then 25p per mile.

Approved August 2019

For review August 2020