



Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.

Accounting and Expenses Policy

The policy and system are needed in order to meet the accounting requirements of The Charity Commission and the project's sources of funding, for the full costs of the project to be properly accounted for, and to ensure that all expenditure that is made by individuals on behalf of the project is reimbursed promptly.

It is the Accounting and Expenses policy of the project that:

- a) Standard business accounting methods will be applied.
- b) Income and expenditure for individual task* areas will be recorded and allocated, as accurately as reasonable, as incurred.
- c) All expenditure made by an individual on behalf of the project will be encouraged to be claimed and will be reimbursed to them promptly from project funds.
- d) The project will seek to maximise its income by reclaiming tax through Gift Aid, on private donations.

* The task areas are defined as the individual practical activities and services ("What we do") that the Project currently provides (These change with time) and can be found on the Project's website. It is not always possible, or practical to allocate a single expenditure to one specific task area and in this case common-sense judgement will be applied.

The system for implementing the policy is as follows:

- 1) Task leaders will keep a record of expenditure made on behalf of their task area.
- 2) Expenses must be claimed by individual volunteers either by e-mail or in written form and accompanied by receipts for single purchases of more than £10.00, groups of purchases in excess of £20.00, or recorded mileages involved in providing transport.
- 3) Expense claims are to be authorised by the Chairman and forwarded to the Treasurer for reimbursement.
- 4) The treasurer will maintain an up-to-date summary of the project's current financial position, and prepare the formal annual accounts prior to auditing in the third quarter of each financial year.
- 5) The treasurer will reclaim any "Gift Aid" tax due to the project as a result of private donations.
- 6) Cheques and any other financial transactions on the project's bank account will be authorised by any two (but normally the treasurer and the chairman) of the designated trustee signatories.

Both the policy and the system have been reviewed by the Trustees (May 2021) and agreed

(15th May 2021) in the light of experience of use.

A handwritten signature in dark ink, appearing to read "Lord Hodge". The signature is written in a cursive, flowing style.

(Chairman) 15th May 2021