



FNN HARBOUR FOUNDATION

Trustee & Volunteer Expense Policy



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The FNN Harbour Foundation

Trustee and Volunteer Expense Reimbursement Policy

Purpose

The purpose of this policy is to ensure that trustees, volunteers, and authorised individuals are reimbursed fairly for legitimate expenses incurred while carrying out activities on behalf of The FNN Harbour Foundation.

The charity recognises that individuals may occasionally use personal funds to support charity activities, especially during early-stage development.

General Principles

The charity will reimburse reasonable expenses where:

- The expense was incurred wholly for charity purposes.
- The expense can be evidenced with receipts or records.
- The expense has been authorised appropriately.
- The expense aligns with the charity's objectives.

No trustee or volunteer should be left financially disadvantaged because they supported the work of the charity.

Reclaimable Expenses

Examples of reclaimable expenses include:

- Website hosting and domains
- Charity software subscriptions
- Printing and stationery
- Travel related to charity work
- Event costs



- Accessibility equipment or support
- Marketing and outreach materials
- Phone or internet costs are directly related to charity activities
- Administrative costs
- Professional services used for charity operations

Non-Reclaimable Expenses

The charity will not reimburse:

- Personal purchases unrelated to charity activities
- Fines or penalties
- Unapproved luxury or excessive spending
- Costs without reasonable evidence

Approval Process

- Expense claims should be submitted using the Expense Reimbursement Claim Form.
- Receipts should be attached wherever possible.
- Reimbursements should be approved by another trustee where possible.
- All reimbursements should be recorded in the charity's financial records.

Where the charity is in an early development phase and formal systems are still being established, reimbursement records should still be maintained carefully.

Record Keeping

The charity will maintain:

- Expense claim forms
- Receipts and invoices
- Payment records



- Trustee approval records

These records should be retained securely for financial transparency and governance purposes.

Repayment of Founder or Trustee Expenses

The charity acknowledges that founders or trustees may initially use personal funds to establish and operate charity activities.

Where these expenses are legitimate charity costs and properly recorded, the charity may reimburse those amounts when funds become available.

Such repayments are reimbursements for expenses only and do not constitute personal profit.

Review

This policy should be reviewed annually and updated as the charity grows.

Policy Approved By: _____

Date: _____

