

## **ALEXANDRA PARK AND PALACE CHARITABLE TRUST**

### **BOARD MEETING** **11<sup>th</sup> SEPTEMBER 2018**

**Report Title:** Board Member Expenses Policy

**Report of:** Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

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#### **Local Government (Access to Information) Act 1985**

N/A

**Purpose:** The Board is asked to approve the Board Member Expenses Policy attached at Appendix A.

#### **1. Recommendations**

- 1.1 To approve and adopt the Board Member Expenses Policy at Appendix A.

#### **2. Background**

- 2.1 Expenses are repayments by the Charity of payments that Board Members have needed to meet personally to carry out the Charity's business. Expenses are not payments for services.
- 2.2 Having a Board Member Expenses Policy ensures that a robust financial process is followed and accurate records are kept.
- 2.3 The Charity has a Staff Expenses Policy and it is good practice to adopt a policy specifically for Board Member expenses, therefore the Board is invited to adopt the attached policy.
- 2.4 Board members should consider the Charity Commission Guidance: Trustee Expenses and Payments (CC11) , provided in their induction packs, prior to making an expense claim.

#### **3. Legal Implications**

- 3.1 The Council's Assistant Director of Corporate Governance has been consulted in the preparation of this report. The concept of unpaid trusteeship has long been a defining characteristic of the charitable sector, contributing greatly to public

confidence in charities. However, trustees are entitled to have their expenses met from the funds of the charity, and it is noted that this policy is produced in accordance the Charity Commission Guidance on Trustee Expenses and Payments (CC11). As such there are no legal implications arising out of this report.

#### **4. Financial Implications**

- 4.1 The Council's Chief Financial Officer has been consulted in the preparation of this report, has no comments.

#### **5. Use of Appendices**

Appendix A – Board Member Expenses Policy, including:

- Appendix 1 – Allowable expenses
- Appendix 2 – Expense Claim Form
- Appendix 3 – Guidance on completing an Expenses Claim Form
- Appendix 4 – Account Opening Form