



Midlands Area Regional Brass Band Committee

Finance and Expenses Policy

Terms

The Midlands Area: The Midlands Regional Qualifying Championships of the National Brass Band Championships of Great Britain.

The Committee: The Midlands Area Regional Brass Band Committee.

The Treasurer: The Treasurer of *The Committee*.

References

The latest version of the following policies and procedures referenced in this policy document will be available on the website of *The Committee* at <https://mabbc.org/policies>.

- Constitution of *The Committee*

Policy

Introduction

This policy will apply to all members of *The Committee* and volunteers and covers how expense claims will be reimbursed for reasonable and authorised expenses that are incurred in relation to running of *The Midlands Area*.

The organisation has a zero tolerance approach to fraud, bribery or corruption.

The Treasurer will be responsible for ensuring that the finances of *The Committee* are correctly accounted for and reported in line with the constitution of *The Committee*. The Treasurer shall report the accounts to the committee at the Annual General Meeting and at any other meeting as necessary.

Banking

All income shall be deposited in a bank account from which all running costs of whatsoever nature will be permitted to be paid. *The Treasurer* shall be responsible for maintaining adequate banking records and accounts in order to achieve the aims of the organization. All bank accounts shall have a minimum of three signatories assigned to the bank account and for the authorisation of payments from the bank accounts a minimum of two signatories will be required. The nomination of signatories, and any subsequent changes required on the bank accounts shall be approved only at a meeting of *The Committee*.

Accounts

The Treasurer shall prepare accounts of *The Committee* in line with the requirements of the constitution of *The Committee*. The accounts shall be audited by two members of *The Committee* as nominated at the Annual General Meeting of *The Midlands Area*.



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Expectations and Compliance

It is expected that members of *The Committee* and volunteers will:

- Honestly and responsibly submit expenses within the guidelines of this policy
- Submit expenses as soon as possible with appropriate detail to justify the claim.
- Detail all travel information in support of mileage claims.
- Keep and provide all receipts in substantiation of any non-mileage claim.

Expense claims which do not comply with the policy may be delayed or rejected.

Travel Rated Expenses

All travel expenses must be claimed using the official claim form as presented by *The Treasurer* each year. Except for mileage claims, all travel expenses must be accompanied by valid receipts.

The following travel-related expenses can be claimed while on business for the organization:

- Rail Travel in economy/standard class only.
- Mileage at the rate set each year by *The Committee*. Mileage claims must include the number of miles claimed and the post codes / addresses of the destination and starting points.
- Taxis, only if previously agreed by an officer of *The Committee*.
- Parking.
- Hotels for overnight accommodation if previously agreed by an officer of *The Committee*.

Non-Travel Expenses

The following expenses are acceptable for office holders to claim and must be accompanied by valid receipts.

- Stationery and resources such as printer cartridges.
- Postage.
- Pre-authorized food/drink.

Submission Of Expenses

All expense claims for the year must be submitted within one month of *The Midlands Area* and will be reimbursed by bank transfer only.