



# مبرة الشاكري للتكافل الاجتماعي

## Shakiry Charity for Social Solidarity

(Ex Iraqi Charities Forum)

(رابطة المبرات العراقية سابقاً)



### POLICIES AND PROCEDURES

#### VOLUNTEER EXPENSES POLICY & PROCEDURES

##### 1. Purpose

This policy is intended to provide a clear set of rules for volunteers, and staff managing volunteer expenses. It concerns:

- Guidelines for claiming volunteer expenses – Guidance for Volunteers
- Guidelines to employees managing volunteer expenses.

At all times it is important to ensure that expenditure incurred is relevant to our charitable objectives, and that it can be fully justified. Expenses should be reasonable and kept to a minimum.

##### 2. Who the policy applies to

Volunteers at Shakiry Charity for Social Solidarity (Shakiry Charity)

##### 3. Why we have this policy

The work of Shakiry Charity is dependent on volunteers. We are grateful to volunteers who offer their time freely, and choose to meet incidental expenses from time to time, at their own expense. Reimbursement in terms of volunteer hours and travel costs will be approved by management on the basis of a minimum of 4 hour productive volunteering (excludes breaks)

##### 4. Reimbursement of Expenses

Volunteers will be reimbursed for time and expenses incurred in accordance with the attached Addendum. There are 6 categories of reimbursement:

- Category 1: Honorary Volunteers, such as Trustees and Managers who volunteer their time and services to the charity permanently.
- Category 2: Volunteers working from home. Claims in respect of calls or photocopying, authorized in advance with management.
- Category 3: Donation Box Collectors. Percentage per donation box, to be agreed with Senior Management.
- Category 4: Volunteers at Charity office on an irregular basis not more than four (4) hours a week. Payment in respect of lunch allowance up to a maximum of £5.00.

- Category 5: Volunteers attending the charity on a regular weekly basis. Payment in respect of lunch allowance up to £10.00 and travel expenses up to £10.00. Total maximum daily reimbursement £20.00.
- Category 6: Total daily allowance of £20.00 subject to certain criteria, and approval by Senior Management Team.
- The standard car mileage rate for volunteers who travel by car is **45p** per mile (according to AA recommendations). Any deviations from this rate must be authorized by management.
- Expenses other than lunch and travel must be discussed with management prior to the expense being incurred. Shakiry Charity will not accept liability for expenses that result from activities not agreed beforehand with managers.
- A volunteer voucher claim form (available from the Petty Cash Officer) must be completed and signed by the volunteer on receipt of reimbursement. Proof of payment must be retained under petty cash expenses.
- All claims should be made within 1 month of expenses being incurred.

## **5. Volunteers' Expenses Guidance:**

### **Overview:**

Volunteers are asked to read this Volunteers' Expenses Policy and familiarize themselves with the guidance on how to claim under Section 1 (below) as well as criteria for reimbursement.

Staff responsible for management and control of Petty Cash are asked to familiarise themselves with this Volunteers' Expenses Policy and the guidance in Section 2 concerning the process of reimbursing volunteer expenses.

### **Section 1 – Guidelines for claiming volunteer expenses: Guidance for volunteers**

- a. Volunteers may claim volunteer expenses according to the Category in which they volunteer.
- b. Proof of payment/receipts for food and travel expenses may not necessarily be required in order for a volunteer to claim the daily expense allowance.
- c. A Volunteer Claim Voucher must be completed. Once completed, the form should be passed to the Petty Cash Officer who manages petty cash and volunteer expenses.

- d. Payment on amounts over £100 may be made by cheque unless a bank transfer is requested. However, we do ask that bank transfers are only requested for those volunteers who will be submitting regular expenses to reduce the administration around setting up new bank details.

### **Fraudulent expense claim**

Fraudulent expense claims will be considered as theft. In the event that a fraudulent claim is made, Shakiry Charity will follow the Disciplinary Procedure and may report the fraud to the police if appropriate.

## **Section 2 – Guidelines for employees managing volunteer expenses claims.**

To process volunteer claims, the Petty Cash Officer must ensure that the Volunteer voucher is complete. All claims, other than travel and lunch, must be submitted together with the relevant invoice/VAT receipt for the purchase or service.

- a. Please ensure correct accounts coding is stated on the Volunteer Expense Claim form. A cost centre and account code must always be quoted plus any relevant project/contract code.
- b. The completed Volunteer Expense claim will be authorized and reimbursement made to the Volunteer by the responsible Petty Cash Officer. The Volunteer must initial/sign the Petty Cash claim form thereby indicating receipt of funds.
- c. Receipts against reimbursement must be retained with all other petty cash records.

### **Review**

This policy will be reviewed every two years. Employees or volunteers are welcome to make suggestions or recommendations for improvement. Such comments to be submitted to a member of the Senior Management Team (SMT).

**Reviewed: 08<sup>th</sup> February 2022**

## **ADDENDUM – VOLUNTEER EXPENSES SHAKIRY CHARITY**

<b>CATEGORY</b>	<b>VOLUNTEERING CRITERIA</b>	<b>REIMBURSEMENT</b>
<b>CATEGORY 1</b>	Honorary Volunteers e.g. Trustee, Managers etc	Volunteer their services at no cost or remuneration claim.
<b>CATEGORY 2</b>	Volunteers from home	Reimbursement of telephone, and printing costs.
<b>CATEGORY 3</b>	Donation Box Collectors	Percentage (10-35%) of total box donations.  Percentage to be approved and agreed by SMT
<b>CATEGORY 4</b>	Volunteers at Charity office:  * On an irregular basis, less than 4 hours per week  * 1 day per week	Lunch allowance up to £5.00/day.
<b>CATEGORY 5</b>	Volunteers at Charity office:  * New Volunteers, and volunteers with 1-4 years' service  * 6 – 8 hours per week  * 1 – 2 days per week	Lunch allowance - £5.00/day.  Travel - £5.00/day.  Total claim: £10.00/day.
<b>CATEGORY 6</b>	Volunteers at Charity office  *Senior volunteers with more than 5 years' service  * Administration and management skills supporting charity objectives  * 10 hours plus per week  * 2-4 day per week	Daily allowance of £20.00/day subject to approval and confirmation by the SMT*

**SMT = Senior Management Team**

**2022/03/11**