



NGCE Expenses Protocol

Reviewed and Approved by the Management Committee: 25 November 2019

“Members of the Management Committee (Board) are not entitled to any remuneration but they may be reimbursed for reasonable expenses incurred in connection with the Company’s business.” NGCE Rules 5.19

1. It is the policy of the Company that personal financial circumstances should be no obstacle to Board membership or holding office. Therefore the expectation is that Board Members should claim the refund of approved expenses incurred in carrying out their duties.
2. Prior approval. An outlay by a Board Member in excess of £50 requires the prior approval of the Chair or Vice Chair. Outlays by the Chair require the approval of the Vice Chair and vice versa. In the absence of either, approval may be given by the Secretary. Oral approval must be confirmed in writing or by email.
3. Submissions of claims. All claims must be submitted on the appropriate NGCE claim form and be accompanied by VAT receipts for every item claimed and a statement explaining the purpose of the expenditure. Forms must be signed by the claimant and countersigned by the Chair, Vice Chair or Secretary before submission for payment to the Treasurer. Claims must be submitted within three months of the expenditure being claimed.
4. Payment of claims. On receipt of a signed and countersigned and dated claim accompanied by appropriate receipts, the Treasurer should pay the claimant by cheque or bank transfer as soon as possible and certainly within one month of receiving the claim.
5. At each Board Meeting the Treasurer should table a summary of expenses paid in the period since the previous meeting listing names, sums, and purposes.
6. At each Annual General Meeting of Members a summary should be available of expenses paid - and purposes - in the preceding year.