



# FINANCIAL GUIDELINES

## Remuneration

1. HVCA is a registered charity. Normally, people involved in HVCA and working on HVCA business are volunteers and are unpaid.
2. HVCA trustees are unpaid and must not put themselves in a position where their personal interests conflict with their duty to act in the interests of HVCA. Where HVCA proposes to employ a trustee, HVCA expects that person to resign from being a trustee. Where HVCA wishes to compensate a trustee for loss of earnings, the Chair must give prior approval and HVCA must ensure that it is acting in accordance with Charity Commission guidance.

## Funding bids

3. Individuals and groups are encouraged to apply for funding to pursue an initiative or course of action to further HVCA objectives. This individual or group is then responsible for delivering this initiative according to the terms of the grant and for staying within budget.
4. Funding bids submitted under the HVCA banner needs prior approval by the HVCA Trustees and bids of over £1,000 need a detailed budget.
5. HVCA will administer these funds or grants, which should be paid into the HVCA bank account.
6. HVCA applies a 20% management fee on grants. This is to help HVCA develop and promote its work, including publicising the outcomes of the funded project.

## Donations

7. All donations to HVCA should be paid into the HVCA bank account and administered by HVCA. If earmarked for a particular activity or group these funds will then be paid to the relevant group.

## Expense claims

8. All expenditure on behalf of HVCA, whether as part of a funded project or not, is paid by individual members and then claimed back.
9. Expenses claims, using the HVCA Excel template, together with jpg photos of all relevant receipts, should be submitted to the treasurer within one month of the expenditure being incurred. They will be paid within 14 days
10. Each village and action group has an annual allocation of up to £250 from HVCA, subject to availability of funds, to advance its objectives.
11. Village and action groups can incur expenses to £100 with the prior approval of the Treasurer to be paid out of HVCA funds. It is expected that leaflets, posters and other communications going out under the HVCA masthead would be approved by the communications coordinator.
12. Village and action group expense claims over £100 need prior approval from the Trustees or, in the case of very large claims, approval of the General Meeting.