



## **Expenses Policy**

Queen Mother Theatre – Bancroft Players, Big Spirit, Ensemble and Juniors Societies

**Version: 1.0 (Draft)**

### **1. Purpose of the Policy**

This Expenses Policy sets out clear rules and procedures for the submission, approval, and reimbursement of expenses incurred on behalf of the Queen Mother Theatre.

Rationale

Clear expense rules ensure timely reimbursement, financial control, and protect members from personal financial risk.

### **2. Scope**

This policy applies to all members, volunteers, and officers on the EC incurring expenses for productions or theatre operations.

### **3. General Principles**

Expenses must be reasonable, necessary, and supported by receipts or invoices. Expenditure should be approved in advance wherever possible.

### **4. Expense Approval Thresholds**

Up to £200 – no prior approval required if within budget; a valid receipt or invoice is still required.

Over £200 up to £1,000 – Treasurer approval required prior to committing spend.

Over £1,000 – Executive Committee approval required prior to committing spend.



## **5. Production Expenses**

Production teams must operate within agreed budgets and submit expenses promptly.

## **6. Payments Made on Account**

Payments made personally must be communicated to the Treasurer as soon as possible with full details.

## **7. Submission of Claims**

Claims must be submitted promptly with receipts or invoices and clear descriptions.

## **8. Reimbursement**

Approved expenses will be reimbursed by bank transfer.

## **9. Review and Approval**

Approved by the Executive Committee.

## **Document Control**

Version | Date | Description | Approved by

1.0 | To be confirmed | Initial Expenses Policy | Executive Committee