



Visual Art at the heart of Shropshire, Telford and Wrekin

Visual Art Network – Expenses Policy

Sundries for the Gallery

Many small consumable items such as pens, bluetack, polyfiller, cleaning products and sticky notes are necessary for the daily running of the gallery. As they run out, it is appropriate for members who steward the gallery to replenish our stock of these consumable items during their shift up to a value of £20 without seeking approval from the trustees.

The receipt(s) for the item(s) must be provided and stored in the cash box until they are collected by the treasurer. The expense must be logged on the day sheet, including who incurred the expense, clearly noting whether the expense has already been reimbursed from the cash box or if it needs to be reimbursed via bank transfer.

Other Gallery Expenditure

For any gallery related expenditure over £20 but under £50 at least two trustees must be contacted for approval before the item(s) are purchased. If the individual making the purchase is a trustee, only one other trustee needs to be contacted for approval.

All gallery expenditure exceeding £50 must be presented to the trustee board for approval before being purchased/undertaken.

Expenditure exceeding £20 may not be reimbursed from the cash box. It will instead be reimbursed via bank transfer the month after the expense is incurred/logged.

Receipts for all elements of the expenditure must be provided, logged on the day sheet, and stored in the cash box until they are collected by the treasurer. If a receipt is not provided, that portion of the claim cannot be reimbursed.

Non Gallery Expenditure

Any expense(s) not directly related to the gallery must be approved by the trustees before they are incurred - regardless of value. Approval for this type of expense will depend on the charities' needs and requirements and is entirely at the board of trustees' discretion.

Examples include: parking charges, transportation costs, venue hire, training courses and accommodation.

Receipts for all elements of the expenditure must be provided, logged on the day sheet, and stored in the cash box until they are collected by the treasurer. If a receipt is not provided, that portion of the claim cannot be reimbursed. Reimbursement will be made via bank transfer the month after the expense is incurred/logged.

Review date: February 2024

Next review date: February 2025

Registered Charity 1087383