



ARARAT BAPTIST CHURCH

Deacons' Expenses

Policy

Created: November 2025

Approved by Deacons/Trustees: -----

Reviewed: -----

Reviewed: -----

Reviewed: -----

For the purpose of this document the terms Deacons and Trustees are to be considered synonymous

Trustee expenses policy

1. Purpose and general policy

1.1 The purposes of this deacons' expenses policy are to:

- Provide a framework for expectations and budgeting of deacons' expenses;
- Provide accountability for the Diaconate (Board of Trustees)
- Provide a level of confidence to external parties and other stakeholders;
- Protect the integrity and reputation of individual deacons, the diaconate and the Church as a whole.

1.2 In constructing this policy, the deacons have paid due consideration to the Charity Commission guidance "Trustee expenses and payments (CC11)" – Appendix 1

1.3 All deacons are required to read this guidance.

2. Deacons and aspects that should not be paid

2.1 In constructing this policy, it is important to distinguish between payments that the Charity Commission considers as requiring special authority (those that provide profit or reward to a deacon) and those that are reimbursement of appropriate expenses incurred in order to fulfil the role the individual has in the church.

2.2 Payments to either the Trustee or to a connected person which are **NOT** considered to be appropriate expenses include the following:

- Reward for time spent;
- Recompense for loss of earnings;
- Allowances for living, domestic or other personal costs;
- Honoraria, stipends or non-contractual gifts of appreciation;
- Payment for goods sold or services to the charity;
- Payment of rent or storage at a premises owned by a trustee;
- Other items mentioned as not permitted in Charity Commission guidance CC11.

2.3 Where there is doubt over whether a payment would be within paragraph 2.2, or in a category which the Charity Commission would consider to be a payment requiring authorisation by the Church's Constitution or the diaconate, should take advice from qualified charity lawyers or other suitable professionals.

3. Definition of legitimate expenses to be claimed or paid away on behalf of trustees

3.1 No expenses can be claimed unless they fall within both:

- the categories set out in Para 3.2 **and**
- within the budget levels of Para 3.3
- **unless** it has specific authorisation as set out in Para 3.4 **and**
- are incurred for the charitable purposes of Ararat Baptist Church.

3.2 Where a Trustee has incurred expenses on the following categories:

- A. Travel to a deacons' meeting, or a specific meeting requested by the Church's minister.
- B. Accommodation/ subsistence expenses for a meeting of the diaconate or a specific meeting requested by the Church's minister.
- C. Expenses of caring for children or dependents where this is required to allow the deacon to attend meetings (but normally only when a spouse or other suitable individual who regularly provides care was not available)
- D. Expenses incurred on items purchased for the work of the church

3.3 The levels for expenses within Para 3.2 that do not need prior approval for claiming are:

- A. £25 per meeting
- B. £150 per meeting
- C. £25 per meeting
- D. £100 per item.

3.4 Expenses outside of the categories in Para 3.2 or the budget levels in Para 3.3 can be approved for payment or claiming if deacons approve (excluding those who are conflicted as set out in Para 3.5) the expenditure by a majority where there is a quorum of trustees set out in the charity's governing document. Approval of these expenses can be by means of a meeting in person, electronically or by a clear exchange of e-mails or equivalent electronic communication.

3.5 Expenses may only be paid/claimed for the deacon themselves and, should it be required, for any necessary carer. Expenses of carers should be approved in advance. Expenses should not be paid/claimed for any other companions.

3.6 All deacon's expenses, claims or payments made on a deacon's behalf should be authorised by a deacon who is not conflicted (see 3.7) or by a member of the Finance Team

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- 3.7** A conflicted individual (the claimant or a connected person) cannot vote or be included when considering whether there is an appropriate quorum of deacons and cannot seek to influence other deacons.

4. Adoption of this policy

- 4.1** The deacons of Ararat Baptist Church formally accepted this policy at their meeting held on xx.xx.xxxx.

APPENDIX 1

<https://www.gov.uk/government/publications/charities-paying-a-trustee-or-a-connected-person-understand-the-rules-cc11/paying-a-trustee-or-a-connected-person-for-providing-goods-or-services-to-the-charity--2>