



BAACIO expenses policy and process

Any expenses incurred on behalf of BAACIO can be refunded. However prior approval is required.

Expenses can be for site maintenance or repair, meetings, and stock.

Approval – please email or message a trustee for approval. Treasurer needs to check budget and ensure its been budgeted for if not, all trustees need to be advised of expense and approve. Any expenses below £30 can be approved by 2 trustees only. Any expense over £300 needs full trustee approval.

Cash expenses – any expenses incurred please contact secretary or treasurer for reimbursement. Take a photo of the receipt and send via WhatsApp to Treasurer stating reason for expense (if receipt is not obvious) preferred reimbursement method is transfer which can be done instantly once bank details are supplied or cash can be obtained with the BAACIO card (treasurer and secretary all have cards). Write in the book, leave original receipt in the tin box in the shop. Our preference is to keep cash transactions to a minimum.

Card expenses – any expenses incurred using a personal card can be reimbursed as above.

BAACIO card expenses – please email or WhatsApp treasurer copy of the invoice, purchase or order. Treasurer will record this in the BAACIO accounts XLS and will file in the accounts E-Folder and Hard – Folder.

We aim to process expenses within 5-7 days of receipt of correct paperwork. If urgent payment is required please advise the treasurer at the time of the claim. Thank you.