



**Procedures for approval of payments and invoices**  
**Agreed by the Alehm Executive Board 17th December 2015**  
**Review date: December 2018**

**Up to £500**

Secretary/Trustee for any expenditure which is appropriate to the day to day activity within Alehm.  
(All trustees, secretary, CIEH group accountant)

**Up to £5000**

Secretary/trustee will approve if they are part of an ongoing project previously approved by the board. Any increase in cost require Board approval before payment can be made. This applies to ongoing or new contracts, grant funded activities, and any development or investment undertaken to support Alehm's charitable activities.

**Above £5000**

Two signatures required, one must be the chair, the other either the secretary, trustee or treasurer.

**Payments to secretary or other Alehm officers/trustees**

All payments made to Alehm officials must be approved by the Chair. Expenses claims may be approved by secretary, or if claims are made by secretary, approval must be made by the chair)

**Procedure for approving project bids for funding**

Bids for less than £10,000 may be submitted by the secretary or Trustees, but must include a breakdown of the costs and expected payments to organisations and individuals which will be reported to the board at the next meeting. Ongoing reports to the Board will demonstrate how the work undertaken for grant funded projects complies with the proposals.

All bids over £10,000 will require Board approval before submission. The report to the Board will list organisations and individuals who will receive payment for works undertaken as part of the grant funded work, including an estimate of the costs expected to be made to each of them. The progress of grant funded projects will be reported to the Board and any increase in payments to individuals above that already agreed, will require prior approval before payment.

On completion of the project, the board will sign off the accounts