



OF GREAT BRITAIN AND IRELAND

Expenditure policy

Approved by Board / Management on:
7th November 2023

To be reviewed by the Honorary Treasurer
6th November 2024

Expenditure policy

The VSGBI is governed by the Vascular Society Elected Committee, which is reported to by each Officer and Committee Lead.

To allow each of the Vascular Society GB&I Officers and Committee Leads to undertake expenditure, without prior approval from the Vascular Society Treasurer and/or President, each have been allocated an agreed level of purchase allowance. This is an agreed expenditure allowance, rather than an annual budget to be spent each year.

Each Officer and Committee Lead is assigned an agreed allowance each year, to allow purchase of unexpected expenses, which are legitimate to projects and delivery of their role. **Each individual purchase must not be in excess of £1000 (up to £3000 for CF chair)**

This expenditure **must** to be strictly related to project/role activities, and follow the VSGBI expense policy.

The following levels of expenditure have been agreed:

President	£5000
President Elect	£2000
Honorary Secretary	£2000
Treasurer	£2000
Circulation Foundation Lead	£10000
Research Lead	£2000
Conference Lead	£2000
Education Lead	£2000
Workforce Lead	£2000
Audit & QI Lead	£2000

Each financial year, the level of purchase will be reset. Quarterly financial reports will provide an update on each of the Committee Lead's expenditure.

Any expenditure required above the annual allowance, can be requested to the Treasurer and President.

To process any invoice/payment requirements, please send to: accounts@vascularsociety.org.uk.

This Scheme of Delegation was approved by the Trustees on **31st August 2023**.