

AB03 - Business Expenses Policy and Procedure

Category: Administration Sub-category: Business Operations







Policy Review Sheet

Last Reviewed: 06/03/19 Last Amended: 16/03/18

Next planned review in 12 months, or sooner as required.

Note: The full policy change history is available in your online management system.

Business Impact:	Low	Medium	High	Critical
	X			
Minimal action required circulate information amongst relevant parties.				

 Reason for this review:	Scheduled review
 Were changes made?	Yes
 Summary:	Policy update to the new QCS format. Provision of legislation and references, with the inclusion of Display Screens.
 Relevant Legislation:	<ul style="list-style-type: none"> • Display Screen Equipment (DSE) Regulations 1992 (Amended 2002) • IncomeTax (Earnings and Pensions) Act 2003 • Equality Act 2010 • The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 • Data Protection Act 2018
 Underpinning Knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> • HM Revenue and Customs, (2018), <i>Expenses and benefits: cash sum payments to employees</i>. [Online] Available from: https://www.gov.uk/expenses-and-benefits-cash-sum-payments/rules-for-business-expenses [Accessed: 16/03/2018] • Care Quality Commission, (2015), <i>Guidance for providers on meeting the regulations</i>. [Online] Available from: http://www.cqc.org.uk/sites/default/files/20150324_guidance_providers_meeting_regulations_01.pdf [Accessed: 16/03/2018] • Information Commissioners Office, (2017), <i>Guide to the General Data Protection Regulation GDPR</i> [Online] Available from: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/ [Accessed: 16/03/2018] • Health and Safety Executive, (2003), <i>Work with display screen equipment guidance on regulations</i>. [Online] Available from: http://www.hse.gov.uk/pubns/priced/l26.pdf [Accessed: 16/03/2018]
 Suggested action:	<ul style="list-style-type: none"> • Encourage sharing the policy through the use of the QCS App • Use existing, planned methods for sharing information

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1. Purpose

1.1 To ensure that 4SocialCare Ltd and its staff are good stewards of finance, ensuring that business expenses are controlled and accounted for.

1.2 To support 4SocialCare Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Line of Enquiry (KLOE)
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.3 To meet the legal requirements of the regulated activities that 4SocialCare Ltd is registered to provide:

- Display Screen Equipment (DSE) Regulations 1992 (Amended 2002)
- IncomeTax (Earnings and Pensions) Act 2003
- Equality Act 2010
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Data Protection Act 2018



2. Scope

2.1 The following roles may be affected by this policy:

- All staff

2.2 The following people may be affected by this policy:

- Service Users

2.3 The following stakeholders may be affected by this policy:

- Commissioners
- Local Authority



3. Objectives

3.1 To create a framework for consistent, proportionate levels of business expenses expenditure.

3.2 To ensure that all staff understand their responsibilities in regard to business expenses.

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4. Policy

4.1 It is 4SocialCare Ltd's policy to reimburse employees for all pre-authorised, reasonable and necessary expenses, incurred whilst employees are engaged in business on behalf of the Organisation.

4.2 The Organisation will set levels and categories of expenditure that:

- Are deemed appropriate and meet legal requirements
- May only be varied at the discretion of 4SocialCare Ltd

4.3 The level of reimbursement set will be sufficient to provide a standard and quality which will:

- Adequately meet the needs of employees' comfort and any reasonable adjustment because of a protected characteristic
- Be suitable for the effective conduct of 4SocialCare Ltd's business

4.4 All expense reimbursements will neither advantage nor disadvantage the employee but will cover reasonable costs incurred.

4.5 All personal information submitted will be handled in accordance with data protection laws.

4.6 Any falsification of expenditure will be treated as a disciplinary matter and appropriate action will be taken.

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5. Procedure

5.1 Responsibilities

4 Social Care Ltd is responsible for this policy and Mrs Jody-Ann Jones is responsible for its dissemination.

All staff have a responsibility for their own expenses and for ensuring that these are in line with this procedure.

5.2 Reimbursement

The rate of reimbursement is set at the discretion of 4 Social Care Ltd.

5.3 All expenditure must be authorised by Mrs Jody-Ann Jones before it is undertaken.

5.4 Employees are required to provide receipts covering all expenditure, without which reimbursements will not be made.

5.5 Employees are required to forward their claims with receipts to their manager using the attached form on a regular, monthly basis.

5.6 Allowable expenses include:

- Business travel and accommodation
- The entertainment of clients at the request of Mrs Jody-Ann Jones
- Where eye tests are required by staff who use display screens which are not provided either directly or by vouchers from 4 Social Care Ltd

5.7 Travel

Employees accompanying more senior employees will be allowed to travel in the same class as those employees.

5.8 Grievances

Any grievance regarding a proposed expenditure or reimbursement must be taken up with Mrs Jody-Ann Jones and, if unresolved, the matter should be taken up through 4SocialCare Ltd's formal grievance procedure.

5.9 The expenses procedure will be monitored by Mrs Jody-Ann Jones and 4 Social Care Ltd.

5.10 Abuse of Expenses

Any abuse by employees will result in disciplinary action and, depending on the circumstances, is likely to be treated as Gross Misconduct resulting in summary dismissal (e.g. where it appears, after thorough investigation, that an employee has intentionally sought to defraud the employer).

6. Definitions

6.1 Expenditure

- Money that is spent on goods or services

6.2 Reimburse

- To give back the same amount of money as spent

6.3 Allowable Expenses

- Allowable expenses are expenses which support the function of the service, and which are determined by 4SocialCare Ltd. They are purely business expenses

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Key Facts - Professionals

Professionals providing this service should be aware of the following:

- 4SocialCare Ltd has a policy in place for all employees of 4SocialCare Ltd for pre-authorized business expenditure
- Only necessary, purely business expenses will be authorised which are within the financial limits set by 4SocialCare Ltd



Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- 4SocialCare Ltd ensures that the Organisation is a good steward of the business's finances, only paying for quality goods and services that support your care and support
- 4SocialCare Ltd will ensure that its staff only claim expenses for things like travel when it is purely for business use and with the permission of Mrs Jody-Ann Jones
- 4SocialCare Ltd will set reasonable limits on what can be claimed for and how much can be claimed



Further Reading

There is no further reading for this policy, but we recommend the 'Underpinning Knowledge' section of the review sheet to increase your knowledge and understanding.



Outstanding Practice

To be 'Outstanding' in this policy area you could provide evidence that:

- Staff understand and choose value for money rather than maximising their business expenditure wherever possible. This is evidenced through 1-1s and monitoring of expenses
- The wide understanding of the policy is enabled by proactive use of the QCS App



Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Expense Claim Form	When documenting agreed expenditure for financial remuneration	QCS

Expense Claim Form

Date	Details of Expense (e.g. If the journey is to and from, for what purpose, and mode of transport)	No. of miles (if applicable)	Amount	Receipt Attached
				Y/N
I declare that the above costs have been incurred by me in pursuance of my duties as an employee of 4SocialCare Ltd				
Signed:			Date:	
Print Name:				
Approved by:				
Head Office Use Only:				
Payment made for			Date:	
£				

Expense Claim Form

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