

## Subject Boards Expenditure Policy

June 2017

### The aim of this policy

As an Association, ADEPT is funded almost entirely from member contributions. It is essential that the Association can demonstrate high standards of honesty, integrity and value for money and, in the current climate, this particularly relates to the Sub Board expenditure. This document sets out the Association's expenditure policy for Subject Board expenditure.

### Principles

- Budgets for Subject Boards are to be managed by Board Chairs.
- Board Chairs are responsible for managing spend within their budgets.
- Failure to maintain spend within budget should be notified to the ADEPT President and Chief Operating Officer immediately.
- Every effort should be made to mitigate any overspends.
- Each Board will be responsible for arranging their own meetings, venues and refreshments.
- Forward plans should be maintained for meetings to enable Boards to use opportunities for free or discounted venues.
- Every attempt should be made to seek reasonable prices for all venues and refreshments.
- Where possible, tele-conferencing should be considered as an alternative to hosting a meeting to help minimise expenditure.
- No personal expenditure may be charged to the Subject Board budgets.
- Any unspent budget at the end of the year will transfer back to reserves.

### Subject Board Budgets

For 2017/18, the Subject Board annual budget allocation is as follows:

- Planning, Housing & Regeneration £2,000
- Engineering Board £2,000  
The Engineering Board Chair is responsible for ensuring that combined spend between the Board and working groups (Bridges, Soils & Materials Design & Specification, Asset Management and Street Lighting) does not exceed the annual budget allocation.
- Environment Board £2,000  
The Environment Board Chair is responsible for ensuring that combined spend between the Board and working groups (Flood & Water Management, Waste, Sustainable Energy, Natural Capital & Heritage) does not exceed the annual budget allocation.
- Transport Board £2,000  
The Transport Board Chair is responsible for ensuring that combined spend between the Board and working groups (Traffic Systems, Traffic & Safety, National Traffic Managers' Forum, Rights of Way) does not exceed the annual budget allocation.