



Claims and Donations Policy

Leighton Buzzard Voluntary Patient Transport (LBVPT) scheme is funded by fundraising initiatives undertaken by the group themselves. Clients who use its services are asked for a donation for the voluntary work undertaken, and it is these donations that form the main source of income.

LBVPT needs donations to cover operating costs. Each Call Handler will suggest an appropriate amount to the client at the time help is requested and the LBVPT Management Committee (the Committee) agree the amounts for each journey undertaken. Volunteers accept donations without comment unless the client asks them to suggest a suitable amount in which case the volunteer will adhere to the amounts agreed by the committee. Occasionally it may be appropriate for the volunteer to ask the client for a donation where this has obviously been forgotten or overlooked, but no comment should be made if the client does not wish to make any donation.

Volunteers offer their services free of charge but may claim transport and other expenses, such as parking charges, relating to the help provided. Whilst the amounts suggested to clients as a donation are based on an average journey cost, the expenses volunteers may claim are funded from LBVPT reserves. Mileage expenses may be claimed, at a rate per mile agreed by the Committee, together with car parking and other transport costs. Clients are encouraged to use the Blue Badge Scheme and volunteers are required to use the special parking arrangements agreed with some hospitals where possible. Any other reasonable or unavoidable expenses will be reimbursed on a case by case basis at the discretion of the Committee.

All donations must be accounted for on an individual basis to comply with Charity Commission regulations. Volunteers should enter each individual task undertaken on a Claims/Donations Form in accordance with the Claims and Donations Guidelines and send the form to the Treasurer as appropriate before the end of the financial year (31st March).

All monies donated to LBVPT are held in reserve to cover volunteer expenses, the administration costs of running the charity and publicity. All surplus monies will be held in a secure bank account, monitored carefully by the Committee and reported at the Annual General Meeting.