



# TRUSTEES ALLOWANCES POLICY & PROCEDURE 2018-19

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Name of policy writer	Cleo Potterton
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# POLICY STATEMENT

This policy statement has been developed in accordance with 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013' and the Academies Financial Handbook. The regulations state that school governors provide a voluntary service, and cannot be paid for their role as a governor, but they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

SHARE Multi Academy Trust (the trust) believes that trustees (members, directors and governors) play a key role in the success of the trust, and individual trustees should not be deterred from playing their full part because of incidental costs. The trust believes that paying allowances to trustees in specific categories, as set out below, is important in ensuring equality of opportunity for all members of the community to serve as trustees and so is an appropriate use of school funds. The aim of this policy is to ensure that any trustee is not out of pocket where the trust has derived a benefit from such outlay.

The board of trustees (the board) have agreed that reasonable expenses can be paid to members and directors (from the trust's central fund) and to local governing bodies (from school budgets). Expenses will be paid in arrears, on a case by case basis and with the prior approval of the board. It is not the intention that the board approves each and every claim, but that they agree in principle to the approval of claims in respect of a named trustee.

Subject to the conditions set out below, trustees may claim for the following items:

## **Category A - Vehicle mileage allowance (at HMRC authorised mileage rate)**

Mileage may be claimed (at HMRC authorised business mileage rate) for the actual distance between the trustee's home and the academy, or other venue which they are required to attend on business related work of the trust (e.g. meetings, training courses, visits to providers, etc). Where necessary, the cost of parking to enable attendance of a trustee at business away from a trust site will be reimbursed up to the level of the actual charge paid, upon production of a valid VAT receipt. Where trustees share transport, only the driver may claim mileage expenses.

## **Category A - Public transport costs (actual cost incurred)**

The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class travel. The only exception to this is if there is a specific business need that requires first class travel or where through advance ticketing and discounts, this amount is equal to or less than the standard class rail fare.

In cases where no public transport or personal vehicle is available, the cost of a taxi fare is claimable upon production of a valid VAT receipt.



Fares may be claimed for the actual distance between the trustee's home and the academy, or other venue which they are required to attend on business related work of the trust (e.g. meetings, training courses, visits to providers, etc).

## Category A - Subsistence costs

Trustees necessarily incurring additional expense when away from the trust on official business in respect of meals or overnight accommodation, will be reimbursed approved expenses up to the amounts set out below. (Note: these rates are subject to review based upon inflation and other relevant factors). Claims for meals and overnight accommodation should not normally apply when staying on a residential course/conference. The subsistence rates given below are the normal maximum amounts that will be paid. They should not be used as a flat rate without supporting VAT receipts to show they have been spent in full.

### Maximum Subsistence Rates

Period	Place (away from home on business travel)	Maximum Rate Per Day
Under 5 hours	All places	Nil
5 to 10 hours (one meal rate*)	All places	£6.50
Over 10 hours, but not overnight (two meal rate*)	All places	£13.00
Overnight, up to 24 hours	London	£125.00
Overnight, up to 24 hours	Elsewhere in the UK.	£105.00

All claims must be accompanied by a VAT receipt, which should be attached to the claim form.

## Category A - Telephone charges, photocopying costs, postage and stationery

These may be reimbursed where the trustee is unable to use the facilities of the trust academies in the performance of any duty on behalf of the trust. Trustees must keep a written record or obtain a VAT receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

## Category B - Childcare or care for a dependent

Claims will be limited to reimbursing the actual cost paid to a registered child minder, baby sitter or professional carer. This is in circumstances where a trustee does not have a spouse, partner or other responsible adult to care for their child/children or a dependent during a period of absence in which they are attending meetings of the board or local governing body (LGB), or are otherwise representing the trust.

## Category B - Trustees with a special need

Where the trust does not provide facilities or equipment to enable a trustee to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.



## Category B - Trustees whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a trustee with a special need. Where possible, the translator should be provided by the trust.

### Maximum claim limit

The maximum limit that can be claimed per meeting is £20.00 (with the exception of Category B expenses). In the event that the maximum limit does not meet actual costs incurred, then a request to exceed this limit should be made to the Finance Director.

### Making a claim

Claims must be made on an appropriate form, available from the School Business Manager (or Finance Director in respect of claims by members or directors), with VAT receipts where appropriate.

Claims should be made within one month of when expenses were incurred and should be supported by VAT receipts and records of journeys.

Travel expenses must not exceed the HMRC approved mileage rates, which may be updated annually and are on the HMRC website:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

Claims duly certified by the claimant are to be passed to the Chair of the Board (directors and members claims) or the Chair of the LGB (LGB trustees claims) who is responsible for:

- verifying entitlement to claim (i.e. that it relates to approved duties and that the claimant did attend);
- that the claim seems reasonable;
- forwarding the claim to the Finance Director (board claims) or School Business Manager (LGB claims); and
- for expenses claimed by the Chair of Board of Trustees, two board members will be required to verify the claim as set out above.

Claims are retained by the Finance Director or School Business Manager who is responsible for:

- obtaining authorisation for payment by the CEO (board claims) or Headteacher (LGB claims);
- authorising claims in the absence of the CEO (and securing authorisation in retrospect as soon as the CEO is available);
- reimbursing trustees via BACS transfer within one month of receipt of the claim;
- maintaining a record of claims to enable the trust to exercise budgetary control;
- providing timely reports to the LGB or board (as relevant) of expenses reimbursed; and
- providing an annual summary to the Audit & Risk Assurance Committee and the board of expenses reimbursed.