



## Governance expenses policy

The Trust greatly values the contribution made by Trustees and Local Advisory Committee members, who give freely of their time. The Charity Commission refers to the concept of unpaid trusteeship as being one of the defining characteristics of the charitable sector, contributing greatly to public confidence in charities. The basic principle is that Trustees must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the charity unless authorised to do so. However, Trustees are entitled to have their expenses met from the funds of the charity.

Members, Trustees and committee members may not claim for:

- actual or potential loss of earnings or income
- attendance allowance.

### Eligible expenses

The Trustees and committee members of our Trust will be entitled to claim the actual costs which they incur when carrying out their duties. This includes the following range of expenses, which may be claimed on a case-by-case basis, with prior approval of the CEO as Accounting Officer of the Trust:

- Childcare or baby-sitting allowances not exceeding a maximum of £10 per hour, (excluding payments to a connected party. The Academy Trust Handbook provides a definition of a connected party).
- Cost of care arrangements for an elderly or dependent relative, not exceeding a maximum of £10 per hour (excluding payments to a connected party. The Academy Trust Handbook provides a definition of a connected party).
- Any extra costs they incur in performing their duties either because they have special needs, or because English is not their first language; Such expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
- Travel and subsistence costs (i.e. reimbursement for meals purchased that would not have otherwise been bought). Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Subsistence expenses will only be paid on provision of a receipt and will be limited to the amount shown on the receipt.
- Telephone charges, photocopying, stationery, postage etc. Such expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Any other justifiable allowances may be discussed in advance with the CEO.

Allowance rates are outlined in the Financial Regulations.

### Reimbursement instructions for claims

In order to provide a clear audit trail, claimants should ensure that:

- Members' and Trustee claims are submitted to the Director of Governance and Compliance, who will check claims and will submit them to the Chief Financial Officer for authorisation and payment. All claims should be submitted on the agreed form (attached as Appendix A) within one month of the expenditure being incurred.
- Local advisory committee member claims should be submitted to the Clerk to the LAC who will check claims and will submit them to the person responsible for processing expense claims in each individual school for authorisation and payment from the school's individual budget. All claims should be submitted on the agreed form (attached) within one month of the expenditure being incurred.
- All claims must be supported by a VAT receipt
- Claims for mileage must be supported by a VAT receipt for fuel, issued for any value exceeding the amount of the claim, issued within one month of the date of the journey(s)



**APPENDIX A**

.....**School Advisory Committee  
Expenses Claims Form**

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Post Code</b>	<b>Month of Claim:</b>

I claim the total sum of £..... for expenses as detailed below. I have attached relevant receipts to support my claim.

<b>Signed:</b>
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<b>Expense Incurred</b>	<b>£</b>
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for members with special needs	
Support for members whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

<b>Authorised by:</b>	<b>Signature:</b>
Chair/Vice Chair of LAC	
Finance Manager	

This form should be submitted to your clerk \_\_\_\_\_

**APPENDIX B****Hope Learning Community Trust Board****Expenses Claims Form**

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Post Code</b>	<b>Month of Claim:</b>

I claim the total sum of £..... for expenses as detailed below. I have attached relevant receipts to support my claim.

<b>Signed:</b>
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<b>Expense Incurred</b>	<b>£</b>
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for trustees with special needs	
Support for trustees whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

<b>Authorised by:</b>	<b>Signature:</b>
Chair/Vice Chair of Board	
Finance Manager	

This form should be submitted to the Director of Governance and Compliance. \_\_\_\_\_

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