



Eden Expenses Policy

For Trustees and Members

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EDEN ACADEMY

Policy: Allowances for Trustees and Members

This policy statement has been developed to give the Board of Trustees the discretion to pay allowances from the school's annual budget allocation to trustees or members for certain allowances which they incur in carrying out their duties. Eden Academy believes that paying allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Trustees and members for all elements of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Trustees and Members of Eden Academy will be entitled to claim the actual costs, which they incur as follows:

1. Trustees and Members will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Trustee, Member or representative of the Eden Academy, and are agreed by the CEO that they are justified before any reimbursable costs are incurred and are covered for business car insurance.
2. Trustees and Members will be able to claim for the following, on a case-by-case basis and with the prior approval of the Board of Trustees:
 - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate of 40 pence per mile where the Member or Trustee owns the car or 18 pence per mile if the car is leased and for which the journey exceeds 5 miles;
 - The cost of travel relating only to travel to meetings/training courses by public transport or, in exceptional cases, by taxi if this provides better value for money

- Telephone charges (where identifiable), computer supplies, photocopying, stationary, postage etc.
- Any other justifiable allowances.

The Trustees and Members of Eden acknowledge that:

- They may not be paid attendance allowance;
- They will not be reimbursed for loss of earnings.

Those wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School, when they will be submitted for approval by the Chair of the finance committee (in relation to the Board of Trustees) If claims come from the Chair of the Finance Committee approval will be sought from the Chair of the Board.

Petrol claims have to be submitted to Payroll for Inland Revenue purposes. Other claims have to be supported by receipts and claim for on official claim forms.

Claims will be subject to independent audit and may be investigated by the Chair of Board (or Vice Chair in respect of the Chair of Board) if they appear excessive or inconsistent.

This policy will be reviewed every three years.