



Trustees and Governors Allowances Policy Engage MAT

Date of ratification: June 2019.....

Date of review: June 2020.....



Trustees and Governors Allowances Policy

Academies may determine their own policy on paying governors' allowances and expenses, according to Section 4.7.1 of the Handbook. This gives the discretion to pay reasonable allowances from the Engage Trust's annual budget allocation for certain expenses which may be incurred in carrying out their duties.

The Engage Trust believes that paying allowances for specific expenses as outlined below is important to ensure equality of opportunity to serve as Trustees and Governors for all members of the community and so is an appropriate use of Trust funds.

All Trustees and Governors of the Engage Trust will be entitled to claim the actual costs they incur in arrears once it:

- is confirmed that the costs are incurred in fulfilling their duties as a Trustee/Governor of the Engage Trust. This does not include an attendance allowance nor payments to cover any loss of earnings
- that the costs are pre-approved by CFO via email
- that the costs are approved by the Engage Trust Board.

It is appropriate to claim for the following expenses:

- Childcare or babysitting but excluding payments to a current/former spouse or partner
- Cost of care arrangements for an elderly or dependant relative but excluding payments to a current/former spouse or partner
- Extra costs incurred in fulfilling duties either because of Special Needs or because English is not the first language
- The cost of travel relating to travel to meetings and training courses at a rate of 45p per mile. Claimants should note that travel expenses must not exceed the HMRC approved mileage rates. These can be found on HMRC website
- Travel and subsistence costs associated with attending national meetings or training events
- Telephone charges, photocopying, stationery and postage
- Any other justifiable expense

The Engage Trust Board **will not** reimburse claims for:

- Trustees and Governors' attendance
- Loss of earnings (see Time of Work for Public Duties)

Trustees and Governors Allowances Policy

Those wishing to make a claim under the preceding arrangements must:

- Obtain prior approval from Business Director via email
- Obtain and complete a Claim Form from Trust Administrator attaching receipts and returning to Trust Administrator within two weeks of date of incurring the cost when they will be submitted for approval by the Engage Trust Board.
- Payments will be made by BACS.
- Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

Trustees and Governors Allowances Policy

Trustees and Governors Allowance

Claim Form

Name:	Location:
Address:	Date of claim:
Post code:	Claim Period:

I claim the total sum of £----- for expenses as detailed below.

I have attached relevant receipts to support my claim. Y/N

Bank details: Bank Name:

Sort code:

Account name:

Account number:

Signed:..... Date.....

	£	p	p
Child care/Babysitting arrangements			
Care arrangements for elderly/dependent relative			
Support for Special Needs			
Support if English not first language			
Travel to meetings/training courses			
Travel/subsistence to national meetings/training			
Telephone charges (provide itemised bills showing relevant calls)			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL			

This form must be submitted to Trust Administrator within 2 weeks of expenses claimed.

Please be advised that claims exceeding 3 months will not be processed.

Authorised by (CFO)..... Date.....