



EXPENSES POLICY TRUSTEES AND COMMITTEE VOLUNTEERS

Policy author	L Kirkham, Chief Finance Officer
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Review frequency	Two years
Next review date	January 2027
Approved by	Board of Trustees

1. INTRODUCTION & PRINCIPLE AIMS

The MILL Academy Board of Trustees believes that paying expenses to Trustees and local committee volunteers in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community and so is an appropriate use of the Trust's funds. By adopting this policy, we will ensure that no member of the community is prevented from being a Trustee or committee volunteer on the grounds of cost. The specific items allowable reflect this objective.

2. LEGISLATION AND GUIDANCE

The Academy Trust Handbook (section 5.37) states that the trust should be aware of the Charity Commission's guidance for trustees CC11: Trustee expenses and payments.

[Trustee expenses and payments - GOV.UK](#)

3. OVERVIEW

Any Trustee and committee volunteer of The MILL Academy (the Trust) will be entitled to claim the actual costs, which they incur as follows;

- a. Trustees and committee volunteers will be able to claim for the following, on a case-by-case basis and with prior approval. For Trustees, approval will be sought from the Trust's Finance and Resources Committee and, from the school's Headteacher for committee volunteers before the expenses are incurred to ensure they will be covered by the policy:
 - Childcare costs (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 and subsistence relating only to attending training courses and/or attending national meetings at a rate which does not exceed the specified rates for staff;
 - Any other justifiable expenses incurred in relation to Trustee/volunteer duties.
- b. The Trustees and volunteers acknowledge that;
 - They will not be paid an attendance allowance;
 - They will not be reimbursed for loss of earnings.

4. PROCEDURE

Trustees wishing to make claims under these arrangements must seek approval prior to incurring the expense from the Trust's Finance and Resources Committee.

Committee volunteers wishing to make claims under these arrangements must seek approval prior to incurring the expenses from the school's Headteacher. Any costs the volunteers incur will be paid from their school's budget.

Once approval is given and the expense incurred, Trustees and volunteers should complete a claims form (obtainable from the Clerk to the Trustees email clerk@millacademy.co.uk), attaching VAT receipts, and return it to the Clerk within one month of the date when the expenses were incurred.

Claim forms will be submitted for approval by the Chair of the Trust's Finance and Resources (for Trustee expenses) or the Headteacher and the Chief Finance Officer (for committee volunteer expenses).

Claims from a Trustee or committee volunteer may be investigated by the Chair of the Board of Trustees (or Chair of Finance and Resources in respect of the Chair of Trustees) if they appear excessive or inconsistent, and may be subject to independent audit.

Expenses Claims Form

Name:	The MILL Academy The Henry Box School Finstock CE Primary School Queen Emma's Primary School (delete as appropriate)
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for Trustee/Committee Volunteer (delete as appropriate) expenses as detailed below. I have attached relevant VAT receipts to support my claim.

Signed.....

	£	p
Child care 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 approved meetings or training courses		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Please give details:

For Trustees

Authorised by: Chair of the Trust's Finance & Resources Committee

Authorised by: Chief Finance Officer

For Committee Volunteers

Authorised by.....Headteacher of (insert School Name)

Authorised by: Chief Finance Officer

This form should be submitted to Clerk to the Trustees email clerk@millacademy.co.uk within one month of incurring the expense