

<b>Name of Policy:</b> Expenses Policy	<b>Version/Last Review Date:</b> September 2020 (V3)
<b>Statutory documents linked to policy:</b>	<b>Previous review date:</b> April 2013 (V1) April 2016 (V2)
<b>Other Policies linked to this policy:</b> All financial policies	<b>Next Review Date:</b> June 2022
<b>Governor Committee Responsible</b>	Finance, People & Property Management

Last Reviewer name and position:  
Richard Evans Member

Date of next review: *September 2013*

WNA Vision: All children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self-belief.

## Introduction

### **Roles and Responsibilities**

The SBM is responsible for day to day expenses and the headteacher authorises these monthly.

### **Expenses**

Out of pocket expenses should be kept to a minimum and are paid on the basis of what is regarded as "essential" in relation to the operation of the organisation. For clarification purposes please refer to the relevant HMRC guidelines.

Payments will be made only on the production of receipts and the completion of a WNA Expenses form. Parking expenses, where appropriate, must be substantiated with tickets upon request. WNA will not meet the costs of parking penalties and/or fines relating to travel due to the negligence of staff, volunteers or Board members.

Staff may opt to negotiate a cash "float", from petty cash, to meet car parking expenses and tolls. Fuel for the minibuses must be purchased from NCC yard and invoiced. Mileage must be added to the books in the buses.

Governors may claim travel expenses for attending meetings and training related to the management and/or operation of WNA.

Volunteers may claim travel and lunch (depending on hours "worked") in addition to any out of pocket expenses.

In addition to travel, WNA staff, volunteers (and Board members) may claim sustenance and accommodation, if attending an event that requires significant travel, on behalf of WNA. All accommodation bookings must be discussed with the SBM or headteacher prior to booking.

### **Expenses rates are outlined below:**

Item	Rate	Date Agreed/Reviewed
Car use	£0.45 per mile	July 2012/2016/2020
Cycling	£0.20 per mile	July 2012/2016/2020
Motorcycles	£.024 per mile	July 2012/2016/2020
Parking	On production of ticket	July 2012/2016/2020
Rail travel	2 <sup>nd</sup> class only	July 2012/2016/2020
Air travel	At the discretion of the headteacher/Chair of governors	July 2012/2016/2020
Bus	On production of ticket	July 2012/2016/2020
Taxi	On production of receipt	July 2012/2016/2020
Accommodation (outside London)	Up to £75 per night	July 2012/2016/2020

Accommodation (London)	Up to £150 per night	July 2012/2016/2020
Evening meal	Up to £30	July 2012/2016/2020
Lunch	Up to £10	July 2012/2016/2020
Breakfast	Up to £10	July 2012/2016/2020
Training costs (inc materials, course fees, examination costs, etc)	By negotiation or on the production of a receipt or ticket.	July 2012/2016/2020
Miscellaneous out of pocket expenses (e.g. tolls, refreshments for clients)	By negotiation or on the production of a receipt or ticket.	July 2012/2016/2020

## Governors' expenses

### Introduction

The Governing Body can choose whether or not to pay allowances to governors and associate members. It still means that only out of pocket expenses can be reimbursed: payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Body decides to make such payments, a suitable budget should be set aside.

Eligible expenses may include:

- child care or babysitting expenses by a registered child minder;
- care arrangements for an elderly or dependent relative;
- support for governors with special needs (e.g. audio equipment);
- support for governors whose first language is not English (e.g. translations);
- telephone charges, photocopying, stationery etc; and
- travel and subsistence

### Policy

The Governing Body should first decide whether, as a matter of policy, they wish to pay allowances. This decision should be made at a Governing Body meeting and minuted.

Where the Governing Body decides to pay expenses, they must define what will qualify for payment and this should be included in the policy. The policy must treat all categories of governors equally and should also cover non-governors who are members of committees. Any allowances for travel and subsistence cannot exceed the rates specified by the Secretary of State for the Environment, Transport and the Regions in respect of elected members of local authorities.

The policy given below is a model which the Governing Body should adapt if needed and adopt. It should be read in conjunction with the relevant related guidance.

### Payment

Any claim for expenses must be processed correctly and records kept. Details about how claims should be dealt with are given in the policy. Governors' allowances will be subject to audit.

## Review

This policy should be reviewed annually and in the light of any changes in legislation.

## **Governors' Expenses Policy**

### **1 Introduction**

**1.1** Governors may claim expenses for attendance on approved duties, all expenses must be approved before payment is made. The scheme will apply equally to all governors, but it is open to any individual to choose whether or not to claim. The expenses that may be claimed are in six categories: travel, subsistence, childcare, specific needs, other needs, and miscellaneous.

**1.2** The following are recommended as approved duties:

- properly convened full Governing Body meetings;
- properly convened committee meetings of the Governing Body;
- other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment;
- governors' formal visits to the school may qualify at the discretion of the Governing Body; and
- authorised training.

Casual visits to the school should not qualify for reimbursements usually.

### **2 Travel expenses**

**2.1** Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles. The headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

**2.3** All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.

**2.4** Governors may claim:

- mileage allowance at the current rate listed in WNA expenses policy schedule (see above for further details); and
- the actual cost of public transport (including bus and train fares) and tolls for bridges or ferries

### **3 Subsistence allowances**

**3.1** Subsistence allowances are not attendance allowances, the payment of which would be unlawful. Governors may claim subsistence for attendance on approved duties (see point 1.2 above) in accordance with the scale laid down by the Governing Body in WNA expenses policy schedule.

- 3.2 To qualify, an approved duty must exceed four hours and the governor must incur out of pocket expenses.
- 3.3 Some governing bodies have refreshments provided on a group basis. This is not affected, but no subsistence may be claimed where refreshments are provided free (i.e. when the governors do not contribute to the cost).

## 4 Childcare

- 4.1 Governors may claim an allowance for childcare costs incurred on approved duties (see 1.2 above). The allowance will be the greater of the actual expenses incurred or a maximum of £5.00 per hour for each child looked after by a registered childminder.

The Governing Body will pay up to £500.00 per annum in this category of allowance, with additional claims needing to be individually agreed.

### Specific needs

- 5.1 Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see 1.2 above). These may include:
- taxi fares;
  - support for the cost of a signer;
  - audio equipment; and
  - braille transcription

The Governing Body will pay up to £500.00 per annum in this category of allowance, with additional claims needing to be individually agreed.

## 6 Other needs

- 6.1 Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include translation of documents.
- 6.2 The Governing Body will pay up to £100.00 in this category of allowance, with additional claims needing to be individually agreed.

## 7 Miscellaneous

- 7.1 Governors may claim for the following costs incurred in carrying out their duties -
- telephone charges;

- photocopying or printing;
- PC ink cartridges;
- stationery including paper; and
- postage

7.2 The Governing Body will pay up to £100.00 per annum in this category of allowance.

### 8 Claiming expenses process

8.1 Claim forms are available from the SBM.

8.2 The claimant should complete and sign the form and submit it to the SBM.

The SBM is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend);
- affirming that the claim seems reasonable;
- certifying the claim and forwarding it to the Chair of Governors for authorisation where applicable; and
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses