

# Acorn Trust

## Trustees/LAB/ Members Allowance



Written by:	J Buckley, Trust Finance Officer
Date reviewed	7th October 2018
Agreed by Finance Committee	15 <sup>th</sup> October 2018
Next Review Date:	Autumn 2019
Chairs Signature	

## **Mission Statement**

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

## **Safeguarding Statement**

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

# Version Control

## Change Record

Date	Author	Version	Page	Reason for Change
7.10.18	J Buckley	Oct 18	3	Addition of version control
7.10.18	J Buckley	Oct 18	4	Update on who can authorise
7.10.18	J Buckley	Oct 18	4	Addition of Appendix A

# Trustees/LAB Members Allowances Policy

## Introduction

This policy will be applied equally to all categories of Trustees/LAB members and to associate members.

## Travel Expenses

Trustees/LAB members may claim travel expenses for car journeys up to the maximum mileage rate published by HM Revenue and Customs.

For other forms of travel, the actual cost of the ticket may be claimed. Trustees/LAB members must not claim for more than the cost of an open standard class ticket available for the time of day of travel. Trustees/LAB members must attach a ticket or receipt for payment to any claim for payment.

## Other Items

A claim may be made for the actual expense incurred in connection with a Trustee/LAB member carrying out their duties as a Trustee/LAB member.

- Meals while travelling on Trustee/LAB business (advance approval only, maximum amount £10)
- Babysitting or care arrangements
- Telephone, photocopying, stationery.

Only the actual cost as shown on the receipt may be claimed. No claim for payment of any kind will be accepted unless it is accompanied by a receipt.

## Expenses not permitted

The following items may not be claimed and this is not an exhaustive list.

- Loss of earning
- Attendance allowance
- Payments to a current/former spouse/partner and family members

All claims must be authorised by the CEO or CFO. No expense above £20 will be paid unless it was authorised in writing in advance by the Chair of Trustees. In the case of the Chair of Trustees, any such expenses must be authorised by the Vice Chair.

## Claim Form

These are available from and returnable to the Trust's Finance Officer (appendix A).

## Withdrawal from Meetings

A Trustee/LAB member must withdraw from any meeting of the Trustees/LAB or committee thereof if a claim for expenses submitted by him or her is being considered.

All claims will be checked to prevent fraud and promote best value principles.

**TRUSTEE & LAB MEMBER' EXPENSES – CLAIM FORM**

Name			
Address			
Postcode			
Date/period expense(s) occurred			
<b>Details of actual expenses incurred</b>	<b>£</b>	<b>p</b>	
Travel by public transport			
Travel/subsistence to national meetings or training events			
Taxi fares			
Subsistence			
Overnight accommodation			
Telephone/Broadband charges			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

**DECLARATION OF CLAIMANT**

I claim the sum of £..... for expenses as detailed above and confirm that my claim complies with the requirements of the Trust's allowances policy. I have attached relevant receipts to support my claim.

Signed.....

Date.....

**DECLARATION OF PERSON AUTHORISING THE CLAIM**

I have carried out the checks required of me by the Trust's expenses policy before authorising this claim.

Signed.....

Date.....