



## Zest Academy Trust

### Governance Allowance and Expense policy

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Review Period: Annually  
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Person Responsible: CFO  
Version Number: 5

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**CEO Mark Hamblett**

Registered in England No. 8087508 Company Limited by Guarantee

## General Principles

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Zest Academy Trust believes that Members, Trustees and Academy Council Members play a pivotal role in the success of the Trust and each of its Academies. There are limited, specific, circumstances in which individuals serving as Academy Council Members can receive payments from their Trust of Academy. However, this should only take place where it is clearly in the best interests of the Trust or Academy.

The law, the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, makes provisions to pay allowances or expenses to Academy Council Members and associate members of the board to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor. Zest Academy Trust states that Members, Trustees or Academy Council will not be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses will be met from the Trust budget in the case of Trustees and Members, and from the Academy's delegated budget in the case of Academy Council Members. Payment may be made from any other source of income to the Trust or Academy as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Members, Trustees or Academy Council Members would not be liable for tax.

Zest Academy Trust and its Academies believe that this would be an appropriate use of Trust funds as it would help to ensure equality of opportunity to serve as Members, Trustees or Academy Council Members to all members of the community.

## Allowable Expenses

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Claimants will be able to claim for the following, on a case-by-case basis and with the prior approval of the CEO, CFO, Trust Board or Academy Council Members.

### Travel and subsistence

- Only in the event that a Member, Trustee or Academy Council Member is travelling outside of Lancashire on Trust or Academy business should a claim be made.

- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. The Trust will purchase the ticket prior to the event.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the rate of £0.45 per mile.
- Subsistence and accommodation costs or car parking charges that would not otherwise have been incurred will be reimbursed. Where a Member or Trustee is required to stay away from home overnight the Zest Academy Trust will arrange overnight 'bed and breakfast' accommodation in a suitable hotel on a single occupancy basis.
- Where it is not possible to make these arrangements, the Member or Trustee may do so and Zest Academy Trust will reimburse the actual cost of the accommodation. All claims must be accompanied by receipts and demonstrate best values.

#### Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the Member, Trustee or Academy Council Member is attending meetings of the Trust Board or Academy Council or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
- Care arrangements for an elderly or dependent relative. Costs may be claimed for situations similar to those for child care.

#### Telephone charges, photocopying, stationary, etc.

- Where a Member, Trustee or Academy Council Member is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
- Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

#### Other

- This list is not exhaustive and the Trust Board/Academy Council agrees to reimburse other justifiable expenses.

#### Making a Claim

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To minimise administrative burden, Members, Trustees or Academy Council Members should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims must be made using the appropriate claim form (Appendix A) authorised by either the CEO, Principal or CFO and submitted to the finance department for payment.

Expense payments form part of the expenditure of public funds, therefore claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent then the Trust or its representative may ask for further details.

#### Review

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The policy and amounts payable will be reviewed on an annual basis.

Expense Claim Form

*Part 1*

Name of Members, Trustees or Academy Council Members:

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Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected. The preferred method is for the Academy to book prior to visit.

Date	Details of Expenditure	Claim (£)
.		.
.	.	.
Total claim		£

I certify that I have actually and necessarily incurred the expenses claimed for above.

Signature (Members, Trustees or Academy Council Members) .....

Date: .....

CEO / Principal/ CFO .....Date: .....

Reimbursed by: .....Date: .....

*Part 2*

Only to be completed when payment is made to another person

Amount received £.....

Name (in block capitals) .....

Signature .....Date .....

FOR OFFICE USE ONLY

Cost Centre:

Ledger Code:

Reason why not booked prior to need for expense claim