



**Transforming  
Futures**  
TRUST

# Trustee Allowances Policy

| Policy Information  |                                 |
|---------------------|---------------------------------|
| Policy Owner        | Chief Finance Officer           |
| Issue Version       | 4                               |
| Approving Committee | Audit, Risk & Finance Committee |
| Adopted Date        | February 2023                   |
| Review Cycle        | Annual                          |
| Last Review Date    | February 2025                   |
| Next Review Date    | February 2026                   |

## Adoption of the Policy

This Policy has been adopted and reviewed by the Trustees of Transforming Futures Trust

Signed:

Date: 25.02.25

Chair of the Audit, Risk & Finance Committee



## Version Control Amendments

| Version No | Date          | Summary of Changes                               |
|------------|---------------|--|
| 2          | 07/02/2023    | Link to other Trust policies and change of names |
| 3          | April 2024    | Minor grammatical changes                        |
| 4          | February 2025 | Policy reviewed                                  |

## 1. Aims

In accordance with the Trust Articles of Association, the Trust Board is able to pay reasonable allowances from the Trust budget to cover any costs that board members and local governors incur through carrying out their duties. Whilst undertaking a voluntary role, Trustees and local governing bodies would not be financially disadvantaged as they carried out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a trustee or school governor on the grounds of cost.

## 2. Legislation and guidance

The Charity Commission: [Trustee expenses and payments - GOV.UK](#) (section 3) says that Boards are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our Funding Agreement and Articles of Association.

## 3. Overview

Members of the Trust Board and local school governing boards may claim allowances to cover expenditure necessary to enable them to perform their duties. The rates are consistent with those paid to employees of the Trust as detailed in the Trust Expenses Policy.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the Trust Board or a governing body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Unusual reimbursable costs should be agreed in principle by the Audit, Risk and Finance Committee **before** they are incurred.

The Chair of the Trust may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Trustee or local governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2)

Allowances may be claimed by submitting a request form to the Trust Executive Officer.

## Appendix 1 – Trustee/Governor Claim Form

### Transforming Futures Trust

#### Trustee/Governor claim form

Name:

Address:

Claim period:

|                 |  |
|-----------------|--|
| Bank Account No |  |
| Sort Code       |  |
| Name on Account |  |

I claim the total sum of £\_\_\_\_\_ for Trustee/governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

| EXPENSE TYPE   | £ |
|--|---|
| Childcare  |   |
| Care arrangements for dependent relatives                  |   |
| Support for a special need or English as a second language |   |
| Travel or subsistence                                      |   |
| Telephone charges, photocopying, postage or stationery     |   |
| Other (please specify)                                     |   |
| <b>Total expenses claimed</b>                              |   |

This form should be submitted to the Trust Executive Officer with any relevant receipts. Reimbursement will be via the purchase ledger process.

The form should be submitted within 3 months of the expenses being incurred.

## Appendix 2 – HMRC Mileage Rates

Mileage Rates These will be updated from time to time by HMRC

| Type of Vehicle | Less than 10,000 miles | Over 10,000 miles |
|-----------------|------------------------|-------------------|
| Car or van      | 45 pence               | 25 pence          |
| Motorcycle      | 24 pence               | 24 pence          |
| Bicycle         | 20 pence               | 20 pence          |