

Governors Allowances Policy (Current)



Leytonstone School

Signed by Chair of Governors: Kate Lord

Date Ratified by Governors: 28/3/15

Date to be Reviewed by Governors: 28/3/17

These are the current School financial regulations 2014-15

Travelling and Subsistence Claims for Governors

Explanatory Notes

Travelling and Subsistence and other expense Claims for Governors

Legislation with regard to claims by Governors for expenses met whilst carrying out their duties as Governors came into effect on the 1st April 1999. The legislation is not retrospective and claims should not be accepted from before the 1st April 1999.

Governors may claim for expenses necessarily incurred in the performance of their governance duties. **Governors' may not claim for loss of earnings.**

DfE guidance:

<http://education.gov.uk/schools/leadership/governance/becomingagovernor/rolesandresponsibilities/governorduties/a0056710/governor-allowances-and-expenses-an-overview>

Travel and subsistence expenses must be paid at rates not exceeding the maximum level of H. M. Revenue and Customs authorised rates. There are also rates for overnight accommodation, should these be incurred necessarily in the performance of governor duties. These rates are changed annually and can be found on the H.M. Revenue and Customs website.

Milage: <http://www.hmrc.gov.uk/rates/travel.htm>

Subsistence : <http://www.hmrc.gov.uk/manuals/eimanual/EIM05231.htm>

Fuel Rates: http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm

Where there is any doubt that an expense payment may attract a tax liability, Schools are advised to contact from H. M. Revenue and Customs for guidance. Any expenses paid should be reasonable, justifiable and wherever possible supported by documentation.

- 26.1 All claims for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be submitted to the appropriate payment agency or the Chief Finance Officer, duly certified by the Head Teacher or Deputy Head Teacher, on an approved form, by the agreed deadline.
- 26.2 The Governing Body shall decide whether Governors may claim expenses incurred in the performance of their duties. Such decision to be minuted.
 - 26.2.1 The Governors shall regularly review any decision (at Least annually).

- 26.3 If it is agreed to pay travel and other expense claims by Governors, then the following shall apply:
- 26.3.1 The Governors/Finance Committee shall minute the amount and detail of sums claimed by Governors.
 - 26.3.2 The Chair of Governors shall authorise, on behalf of the Governors, all agreed expenses claims made by Governors.
 - 26.3.2.1 The Chair of Governors shall not authorise any claim made on their own behalf. Similarly, the Headteacher and his staff shall not authorise any claim made on their own behalf.
 - 26.3.3 The position with regard to liability to Income tax and National Insurance contributions **must** be determined prior to the payment of any claim.
 - 26.3.3.1 Any profit element involved in the claim renders the payment subject to Income Tax and National Insurance. In such cases the claim **must** be processed through the Payroll.
 - 26.3.3.2 It is the joint responsibility of the School and the Governor making a claim for expenses to ensure that all payments that are subject to tax are declared.
 - 26.3.4 All claims must, as far as possible, be substantiated by the provision of receipts. Mileage claims shall clearly show the rate per mile claimed.
 - 26.3.5 No claim shall be paid that exceeds the rates for travel and subsistence laid down by the HM Revenue and Customs. Governing Bodies may pay less than published rates of the H.M. Revenue and Customs.
 - 26.3.6 Claims other than for travel and subsistence must be reasonable, justifiable and supported where possible by written documentation.
 - 26.3.7 All claims shall be paid from that part of the School Budget set aside specifically to meet the costs of the Governors.