

Board Members' and Executive Team's Expenses, Gifts and Hospitality 2020/21

Business Expenses

The College's Financial Regulations include two sections that are relevant to the expenses claimed and hospitality received by the Executive Leadership Team (ELT). All expense items claimed must be receipted and all claims must be authorised by a more senior member of staff, including the budget holder. For the Principals: MK College, COO, CPO, all claims are authorised by the CEO and for the CEO and Head of Governance, the Chair of Governors provides authorisation. The College does not operate an allowance model, all claims must be evidenced by a receipt and actual cost is reimbursed.

There is no separate policy for Governors but the basic authorisation principles, as apply to staff, are adhered to.

The business costs reimbursed for the academic year 2020/21 are presented in Tables 1 and 2. Table 3 relates to expenses charged to the College's credit card.

Table 1: Expenses claimed by ELT in 2020/21 £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Other	Total
A Allen	0	0	0	0	776.00	776.00
S Alexander	0	0	0	0	0	0
I Galvin	0	0	0	0	0	0
C McLean	0	0	0	0	0	0
J Mills	0	0	0	0	0	0
A Warner	0	90.77	0	0	0	90.77
K Brown	0	0	0	0	0	0
Totals	0.00	90.77	0.00	0	776.00	866.77

Table 2: Expenses claimed by Governors in 2020/21 in £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Sundry items (taxi)	Total
None	0	0	0	0	0	0
Totals	0	0	0	0	0	0

Table 3: Expenses charged to the College Credit Cards¹ in 2020/21 in £

Cardholder	Rail, Ferry, Parking, taxi	Subsistence & Accommodation	Resources & Furniture	PR & Hospitality	Conferences / Staff Training / Staff Benefits	Student Travel	Other	Total
A Allen	0	0	0	0	0	0	0	0
S Alexander	0	0	0	0	0	0	0	0
I Galvin	0	0	244.99	461.67	-3569.02 ²	0	529.50	-2332.86
C McLean	0	0	1642.16	84.00	157.01	0	0	1883.17
J Mills	0	0	0	150.99	133.70	0	0	284.69
A Warner	0	0	0	0	0	0	0	0
K Brown	0	0	0	0	0	0	0	0
Totals	0	0	1887.15	696.66	-3278.31	0	529.50	-165.00

Gifts and Corporate Hospitality

The College's Financial Regulations do not permit staff to accept any form of gift, however, in circumstances where it would cause offence, gifts must be declared to the Head of Governance and recorded on the Gifts and Hospitality Register. There were no Declarations of Gifts and Hospitality made by the ELT or Governors in 2020/21.

Assurance

The College's expenses process, including the declaration of gifts may be audited as part of the annual external audit.

¹ College credit cards are also used by other members of staff for College business.

² This includes refunds totalling £4,410 relating to expenses paid for and claimed in FY2019/20 (e.g. hotel bookings / conferences) which did not go ahead due to COVID and were refunded in the FY2020/21.