

Board Members' and Executive Team's Expenses, Gifts and Hospitality 2022/23

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 Principal: MK College, COO, Interim CFO and Head of Governance all claims are authorised by the CEO and for the CEO 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 2022/23 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 2022/23 £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence & Accommodation	Hospitality	Other	Total
A Allen	0	0	0	0	0	0
S Alexander	0	142.20	0	0	0	142.20
M Coles	0	0	2625.68	0	0	2625.68
J Mansell	0	0	0	0	0	0
A Warner	82.30	1148.59	332.88	0	0	1563.77
J Mills	0	0	0	0	0	0
K Brown	0	0	0	0	0	0
Totals	82.30	1290.79	2958.56	0	0	4331.65

Table 2: Expenses claimed by Governors in 2022/23 in £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Sundry items (taxi)	Total
Peter Cox	0	64.35	0	0	0	64.35
Charlynn Pullen	113.95	0	0	0	64.00	177.95
Totals	113.95	64.35	0	0	64.00	242.30

Table 3: Expenses charged to the College Credit Cards¹ in 2022/23 in £

Cardholder	Rail, Ferry, Parking, taxi	Subsistence & Accommodation	Resources & Furniture	PR & Hospitality	Conferences / Staff Training / Staff Benefits	Student Travel	Other	Total
A Allen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S Alexander	370.05	1466.77	2658.75	128.65	3203.18	0.00	890.27	8717.67
M Coles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
J Mansell	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A Warner	315.90	680.65	169.15	20.00	0.00	0.00	13.00	1198.70
J Mills ²	193.20	2280.13 ³	50.00	0.00	660.00	0.00	56.00	3239.33
K Brown	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	879.15	4427.55	2877.90	148.65	3863.18	0.00	959.27	13155.70

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

² The August 22 credit card statement relates to purchases made in July 22 (³this includes accommodation costs for MKC and prisons staff attending events/visits as per footnote 1). (Julie Mills retired 31st August 22.)

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 2022/23.

Assurance

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