

## Board Members' and Executive Team's Expenses, Gifts and Hospitality 2024/25

### 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 Chief Operating Officer, Executive Principal and Head of Governance claims are authorised by the CEO. The Chair of Governors authorises claims by the CEO. 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 2024/25 are presented in Tables 1 and 2. Table 3 relates to expenses charged to the College's credit card which relate to purchases across the organisation.

Table 1: Expenses claimed by ELT and HoG in 2024/25 £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence & Accommoda tion	Hospitality	Other	Total
A Allen		148.60				148.60
S Alexander	35.00	554.81		255.20		845.01
J Mansell		303.30				303.30
M Fell	53.70	849.60				903.30
K Brown						Nil
<b>Totals</b>	<b>88.70</b>	<b>1856.31</b>		<b>255.20</b>		<b>2200.21</b>

Table 2: Expenses claimed by Governors in 2024/25 in £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Sundry items (taxi)	Total
Neil Sainsbury					20.50	20.50
<b>Totals</b>					<b>20.50</b>	<b>20.50</b>

Table 3: Expenses charged to the College Credit Cards<sup>1</sup> in 2024/25 in £

Cardholder	Rail, Ferry, Parking, taxi	Subsistence & Accommoda tion	Resources & Furniture	PR & Hospitality	Conference s / Staff Training / Staff Benefits	Other	Total
A Allen							Nil
S Alexander	339.35	3874.91		562.34	4438.76	91.99	9307.55
J Mansell							Nil
M Fell							Nil
<b>Totals</b>	<b>339.35</b>	<b>3874.91</b>		<b>562.34</b>	<b>4438.76</b>	<b>91.99</b>	<b>9307.55</b>

<sup>1</sup> College credit cards are also used by other members of staff for College business.

## **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 in 2024/25.

## **Assurance**

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