



Transform Trust Trustee Allowances Policy

| Policy Number | Author | Publication Date | Review Cycle |
|---------------|-----------------------|-------------------|---------------|
| 005 | Chief Finance Officer | V4 September 2024 | Every 2 years |

Trustees Allowances Policy

The Trustees of Transform Trust have agreed not to pay Board Members allowances, which are incurred when carrying out their duties. Trustees may however review this decision and decide to pay reasonable allowances. At a time when Trustees decide to pay allowances, 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 on the grounds of cost.

Legal Framework

Legislation

- Charity Commission: Trustee expenses and payments (CC11).

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

Overview

Members of the Trust Board may claim allowances to cover expenditure necessary to enable them to perform their duties. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Trust Board may claim allowances by completing a claim form and submitting it to the Company Secretary.

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 governing board 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. Reimbursable costs should be agreed in principle by the Chair of the Board **before** they are incurred.

The Chair of the Board (or the Vice-Chair, where appropriate) may investigate claims that

appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a Board member uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see below).

Monitoring and Review of this Policy

This policy may be amended at any time to take account of changes in legislation. The normal cycle of review for this policy will be 2 years.

Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

| Type of vehicle | First 10,000 miles | Above 10,000 miles |
|-----------------|--------------------|--------------------|
| Cars and vans | 45p | 25p |
| Motorcycles | 24p | 24p |
| Bikes | 20p | 20p |