

## Board Members' and Executive Team's Expenses, Gifts and Hospitality 2023/24

### 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 2023/24 £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence & Accommodation	Hospitality	Other	Total
A Allen		0	0	0	1242.09 <sup>1</sup>	1242.09
S Alexander		63.90	0	0	0	63.90
J Mansell		76.05	0	0	0	76.05
A Warner	20.64	263.70	0	0	0	284.34
M Fell		0	0	0	0	0
K Brown		0	0	0	0	0
<b>Totals</b>	<b>20.64</b>	<b>403.65</b>	<b>0</b>	<b>0</b>	<b>1242.09</b>	<b>1666.38</b>

Table 2: Expenses claimed by Governors in 2023/24 in £

Name	Rail Travel	Mileage/ Parking & Tolls	Subsistence	Hospitality	Sundry items (taxi)	Total
Mat Gotkowski	47.90	0	0	0	0	47.90
Neil Sainsbury	11.20	0	0	0	0	11.20
<b>Totals</b>	<b>59.10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59.10</b>

Table 3: Expenses charged to the College Credit Cards<sup>2</sup> in 2023/24 in £

Cardholder	Rail, Ferry, Parking, taxi	Subsistence & Accommodation	Resources & Furniture	PR & Hospitality	Conferences / Staff Training / Staff Benefits	Other	Total
A Allen	0	0	0	0	0	0	0
S Alexander	265.00	3053.89	374.00	162.29	3257.50	1140.33	8253.01
J Mansell	0	0	0	0	0	0	0.00
A Warner	272.39	531.50	0	0	0	13.00	816.89
M Fell	0	0	0	0	0	0	0
<b>Totals</b>	<b>537.39</b>	<b>3585.39</b>	<b>374.00</b>	<b>162.29</b>	<b>3257.50</b>	<b>1153.33</b>	<b>9069.90</b>

<sup>1</sup> Ofsted Care Packages (for all staff)

<sup>2</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.

Sally Alexander was gifted a hamper by the Open University to thank the College for supporting a visit by Chinese delegates. The Chair of Governors authorised acceptance of the gift on the basis that the contents were donated to Level 1 Skills Academy Students who were organising a raffle to raise money for the Charity MIND. There were no other declarations made by the ELT or Governors in 2023/24.

## **Assurance**

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