

**Title**

Discretionary Spend

**Associated Policies**

- Whistleblowing (TPO/STA/19)

REVIEWED: September 2015

NEXT REVIEW: July 2018

### 1. Introduction

- 1.1 Senior Trust staff may spend non-public funds on non-mandatory items for particular events/occasions, within the agreed guidelines as set by the Trust. Any expenditure not directly linked to teaching and learning is classified as non-mandatory. Examples can be found in Appendix A. This policy is designed to monitor whilst limiting this expenditure.
- 1.2 Any non-mandatory spend will be funded through the school's individual Trading Company Income. Public money will not be used in any case to subsidise this.

### 2. Who does this policy apply to?

- 2.1 Senior Trust staff are responsible for monitoring expenditure for purchasing non-essential items as required. Alcohol is not permitted for purchase under any circumstances.
- 2.2 The Board of Directors will review the spend limits for such items annually. Non-mandatory spend will be overseen by the Director of Finance, and monitored by Cluster Business Managers and Principals within each of the individual schools.

### 3. What are the principles behind this policy?

- 3.1 The appropriate level of such spend will not exceed the amount of Trading Company income.
- 3.2 Appendix A definitively lists the spend limits for the current year.
- 3.3 Authorisation will be sought via the normal purchase order form route from the Cluster Business Manager, Executive Principal and Finance Director. Evidence (in the form of receipts) will be provided for the records.

### 4. Review of the Policy

- 4.1 The Trust will review this policy from time to time or on any occasion when it is requested to do so by the Board of Directors.

**Appendix A**  
**Guidelines on Non-Mandatory Spending Allowed**  
**1st September 2015**

Item	Value (£)		
	Trust	Secondary	Primary
<b>Annual</b>			
Christmas Cards - Corporate	250	100	50
Christmas Cards - Staff	25	50	25
End of Term Recognition		250	100
<b>Per Event</b>			
Flowers for employee in hospital	35	35	35
Bereavement - spouse/child	35	35	35
Death in service	35	35	35
Leaving Gift - Principal	50		
Leaving Gift - Vice Principal/Deputy		50	50
Retirement Gift	100	100	100
Leaving Gift	20	20	20
Thank you gift	5	5	5