



# **The Rosary Trust**

## **A Catholic Education Trust**

### **Internal Gifts & Hospitality Policy**

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## **Introduction**

When the trust spends public money on hospitality or related areas, the occasion must, in the best judgement of the governors, produce a clear benefit for the trust with no personal benefit for staff, trustees or governors.

Hospitality in this context includes meals, snacks, refreshments and beverages such as tea or coffee.

## **Staff Gifts**

Public money should not be used for providing gifts to staff. The only exception is a gift of flowers if a member of staff has been on long term sickness or for condolences on the death of a close family member up to the value of £40.

Under no circumstances should alcohol be purchased using public money.

## **Staff Hospitality**

Public money should not be used for providing hospitality or meals for staff. All staff in school must provide their own refreshments and school funds must not be used to pay for personal consumption.

There are some exceptions to this.

## **Authorised Expenditure**

- If a member of staff is undertaking lunchtime supervision duties, then they are entitled to claim lunch from the school canteen up to the value of the free school meal allowance per lunchtime duty.
- The school will avoid the use of meetings during the school lunchtime period, however if this is unavoidable then a light lunch<sup>1</sup> will be provided.
- A pool of refreshments such as tea, coffee, milk and sugar for consumption by staff is permitted subject to budget constraints and approval from the Head teacher.
- During a staff training day, refreshments and a light lunch may be provided. The school canteen should be used as the preferred provider.

Expenditure on hospitality beyond light refreshments for staff must be pre-approved by the trust board.

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<sup>1</sup> A light lunch is defined as sandwiches or a finger buffet.

### **Unauthorised Expenditure**

Under no circumstances should alcohol be purchased using public money.

### **Visitor Hospitality**

#### **Authorised Expenditure**

- Tea, coffee and biscuits may be provided at meetings with visitors to the school/academy. A pool of refreshments such as tea, coffee, milk and sugar for consumption by visitors to the school/academy is permitted and the purchase of these items can be made through the school/academy budget. Schools/academies are advised to account for 'Hospitality' in their financial management system so that there is a clear audit trail for expenditure of this type.
- A light lunch may be provided at meetings that take place during the lunch period (12pm-2pm). The school canteen should be used as the preferred provider.

Expenditure on hospitality beyond light refreshments for visitors must be pre-approved by the trust board.

### **Unauthorised Expenditure**

Under no circumstances should alcohol be purchased using public money.

For guidance on subsistence allowances please see the Financial Regulations.

For detailed guidance on the issue of hospitality please see the Trust's Gifts & Hospitality policy.