



## **SENSITIVE EXPENDITURE POLICY**

**NB: This Policy should be read in conjunction with Policy Finance and Management**

### **Guidelines: -**

- 1. The Board of Trustees** agrees it has a responsibility to ensure that all expenditure of Board funds is clearly linked to the business of the school and does not at any time provide for unreasonable and personal benefit from those funds to any individual or group of individuals, staff or students. The expenditure of public money must meet standards of probity that will enable it to withstand public scrutiny. All public entities incur expenditure, including sensitive expenditure, to help to achieve objectives. The public expects that decisions to commit to and make payments for goods and services should be subject to proper authorisation and controls. Sensitive expenditure includes but is not limited to

- Travel expenses - as per collective agreement
- Accommodation expenses - as per collective agreement
- Hospitality and entertainment
- Koha and gifts
- Provision of meals and refreshments

- 2. Therefore, the Principal shall: -**

- Approve appropriately any sensitive expenditure incurred.
- Make available the School Policy Manual to students and parents at their request.
- Make all new staff aware of this policy together with all other policies approved By the Board of Trustees.

Approved Board of Trustees .....*R. Johnston*.....14.05.2025