



Central Services Recharge Policy

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| Last review date: | December 2018 |
| Next Review date: | December 2019 |
| Review Cycle: | Annually |
| Statutory Policy: | No |
| Publication: | Website. SharePoint/Policies |

Central Services Recharge Policy

1. Background

1.1 The purpose of this policy and associated procedures is to ensure that The Small Schools Multi Academy Trust (TSSMAT) maintains and develops systems of financial control, which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements both of propriety and of good financial management.

1.2 The policy establishes a mechanism for defining, calculating and approving whole trust central costs and to ensure consistency in the accounting and application of all recharge activities.

1.3 This policy relates to the Trust and the three founding schools.

2. Recharge Definition

- a. A recharge is defined as the cost charged to an individual academy for specific central services provided by TSSMAT.
- b. Recharges move expenses between individual academies without increasing the total costs for the Trust.

3. Reasonable and Allowable costs

- a. Costs to be recharged must be:
 - i. Reasonable, both in type and amount
 - ii. Necessary to provide the services to the academies
 - iii. Adhere to the procedures for Trust procurement
 - iv. Adhere to 'Value for Money' principles
 - v. Of clear benefit to the individual academies
 - vi. Recorded in sufficient detail to enable academies to easily follow the rationale and calculation for each cost.
- b. Allowable costs include:
 - i. Management
 - ii. Administration staff
 - iii. Staff indirect expenses
 - iv. Learning improvement and educational support
 - v. Office and administrative support
 - vi. Professional services and support costs
 - vii. Premises costs
 - viii. Identifiable one-off costs
 - ix. Infrastructure development costs
 - x. Capital Costs

4. Apportionment Method

- a. Apportionment is the basis on which costs are charged between academies within the Trust.
- b. For costs which are specific to the individual academy, such as grounds maintenance, these will be charged at the individual rate.
- c. For costs for services which are required by all of the individual academies, regardless of their size, such as audit and accountancy fees, these will be split equally.
- d. For all other costs e.g. management and administration salaries, these will be apportioned by pupil numbers on roll. A consistent apportionment will be used each academic year and will be based on the pupil numbers as at the October census of each year.