

CENTRAL CHARGING POLICY

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1. Purpose

The purpose of this policy and associated procedures is to ensure that the Two Counties Trust (TTCT) develops and maintains systems of financial control which demonstrate 'Value for Money' and compliance with requirements of the Academy Trust Handbook, 2021 (Education & Skills Funding Agency).

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

This policy relates to the Central Trust, its member schools and trading operations.

2. Overarching Principles

In line with the Trust vision to raise the educational standards and better the life chances of all our students the core purpose of the Central Team is to provide a high quality and efficient service to all schools thus enabling them to focus on their core purpose of school improvement.

The Academy Trust Handbook states that a multi-academy trust (MAT) can collect a proportion of funding from all its academies to form one central fund. This fund can then be used to meet the costs of running the trust.

In order for TTCT to deliver on its strategic objectives it requests that each school contribute 5% of its Total Income (excluding Local Authority SEN funding) to a central TTCT fund.

It is the Trust ambition to generate central reserves to a level no greater than 3% of the recharge total in order to support future growth of the Trust and fund any associated costs.

3. Services to be funded by the TTCT Fund

The following will be covered by the income generated in the TTCT Fund. Staffing costs

- Executive Team
- HR Team
- Finance Team
- Careers Team
- Governance Officer/External Partner
- Procurement Officer/External Partner
- Head of Estates
- Head of Health and Safety
- Head of ICT and Network Managers
- School Improvement Team
- Marketing and Comms Officer

4. Licences

- Access
- Governor Hub
- Company Secretary
- TES
- Salary Extras
- Microsoft
- Impero
- Sophos
- Managed Payroll Service



- Office 365

5. Professional Services

- HR legal advice
- General legal and procurement advice
- DPO
- External PR support
- External Audit and Internal Scrutiny services
- Tax consultancy
- Employee Assistance Programme
- COPE Occupational Health

6. TTCT Overheads

- TTCT Office and running costs

