

4th Newbury (St Johns) Expenses Policy

Camp / Activity Expenses

Leaders are free to claim whatever they consider to be suitable for the use of their vehicle on camp. **This will be paid for out of the individual camp income / Budget.** Parents will not be offered reimbursement from the group. In the case of an emergency, expenses can be claimed back in the normal way. Details of the emergency should be written up and provided to the Group Executive. If it involves for example a hospital trip we may be able to claim on the group insurance. Again this will also protect the group in case of query by a parent. **All camps and Activities should aim to be self funding unless with prior agreement of the Group Executive.** Where there is any surplus on Camp / Activity income this should be returned to those attending unless the value is uneconomic to do so in which case it transfers into general group funds.

Other activities

In a similar way leaders can claim whatever they consider to be their costs. **This must be covered in the cost / budget of the event.**

It is also required that a balance sheet after every activity/camp is submitted with details of income and outgoings. This can then be shown to a parent in the case of any query. **All activities should aim to be self funding unless with prior agreement of the Group Executive.**

Any surplus on individual events will be put into general group funds or returned to parents depending on the value. It will not simply roll over to another event.

Each section leader will have an annual budget for running regular weekly meetings and activities known as “The Monday night Budget” Leaders are responsible for recording how these funds are spent and ensuring receipts are provided to support all claims. Any overspend on budget must be approved in advance by the Executive.

Equipment Expenses

All equipment purchases must be approved in advance, receipted and the claim submitted to the treasurer preferably at or by the following exec meeting. Expenses not submitted within 3 months may be considered out of date.

If a leader has exceptional expenses, these can be submitted at any time. If expenses are submitted between exec meetings they should be left with the treasurer to obtain a 2nd signature. Cheques will be returned to the leader as soon as possible.

All leaders may spend the weekly meeting budget without getting further authority in advance. Likewise badges – neckers etc may be purchased if required without the prior approval of the executive.

All other expenses must be approved by the Group executive in advance. This maybe done at an Exec meeting or via round robin email to the whole executive. As a minimum a response is required from the Chairperson or Treasurer to confirm authorisation. If the likely expense is greater than £50 it must be approved in advance by a minimum of 2 other members of the committee one of which must be a non uniform member and one must be the Chairperson.

Emergency expenses on camp are excluded from these rules but must be receipted. It would be expected that the Executive as trustees would receive a full detailed report of how the emergency occurred at their next meeting.

Child Minding/Elderly Parent Care.

This expense will not be paid for by the group.

In exceptional circumstances a request can be brought before the exec committee to be discussed on a case by case basis in advance of any payment.

If necessary an initial approach can be made in confidence to the Group Scout Leader.

An invoice or a receipt is required before any expenses can be paid.

All expenses payments for a financial year must be submitted at least 3 weeks prior to the 31st March so that they can be included in the year end accounts.