



# Expenses Policy

## Approved: Group Trustee Board

### Dated: 13.03.26

## Purpose

This policy ensures that no volunteer is left out of pocket when supporting the Scout Group or Partners. It sets out what expenses can be claimed, how to claim them, and the approval process.

## Principles

- Volunteers should be reimbursed for reasonable, necessary, and evidenced expenses.
- Spending must be transparent, pre-approved where required, and aligned with the group's budget.
- Claims must be supported by receipts or invoices.
- Charity funds must be used responsibly, as they come from members, fundraising, and grants.
- All group and partnership spending over £100 must be approved by the charity trustee board before commitments are made.

## Types of Allowable Expenses

### Programme and Activity Expenses

Leaders may claim for:

- Consumables for weekly meetings (e.g., craft materials, ingredients).
- Small-value items needed for activities.
- Activity-specific resources (maps, badges, equipment hire).

### Equipment and Services

Expenses may include:

- Replacement or repair of group equipment.
- Purchase of equipment, new or second hand (with prior approval over £100).
- Printing, stationery, or administrative supplies costs.
- Postage for official business.



## Camps, Trips and Events

Leaders may claim up to £100 without prior approval for:

- Food and consumables.
- Activity materials.
- Transport of equipment.
- Site fees (if paid personally).
- Emergencies (with retrospective approval as soon as time allows).

## Travel Expenses

Reimbursable when travelling on official group business:

- Actual fuel cost with receipts.
- Public transport fares.
- Parking fees or tolls (not fines).
- Insurance costs for Scout use if required.

## Training and Mandatory Checks

The charity may cover:

- Mandatory training costs for group
- First aid course fees (if not provided free), for group
- DBS-related travel costs for group

## What Cannot Be Claimed

- Alcohol or personal items.
- Fines or penalties.
- Unapproved large purchases, items over £100 not approved by the charity trustee board in advance for group or partners
- Items not directly related to Scouting activities
- Expenses covered by another level (District/County) unless agreed.

## Claiming Expenses

### Evidence Required

All claims must include Receipts, invoices, or proof of purchase.

### Personal expenditure claims from personal accounts

### Submission Process

- Claims must be submitted to the Group Treasurer if available or the group Chair if not.
- Claims must be made within 30 days of the expense.



- Claims over the section's spending limit require prior approval from a majority of Trustees.

### **Payment**

- Reimbursement payments are made by electronic means.

### **Approval Rules**

- Routine programme expenses: Section Leader authority (within limits).
- Equipment purchases: GLV or Treasurer approval.
- Large or unusual expenses: Trustee Board majority approval

## **Pre-Paid Cards or Group Accounts**

Volunteers issued with cards must:

- Look after security of those cards
- Scan receipts and upload to pre-paid card storage portal
- Annotate the expense portal to allow accurate assignment in OSM
- Stay within agreed financial limits.
- Use cards only for 'Scout' purposes.

## **Fraud, Misuse and Transparency**

- Any suspected misuse of funds must be reported to the Trustee Board..
- The Treasurer will maintain clear records for audit and AGM reporting.
- All spending must align with charity law and the group's constitution.

## **Cash use for Expenses from; Group, ESU or Treasurer Cash boxes.**

- All spending must align with charity law and the group's constitution.
- Every transaction must be recorded in OSM
- Cash received must be noted via a cash receipt book and entered in OSM within 7 days.
- Cash spent must be accompanied with a receipt and registered in OSM within 7 days.