



Expenses Policy

Version 1.0 (11th December 2024)

As a movement the Scout Association and 6th Basingstoke (Oakridge) Scout Group recognises that adults not only give freely of their time but are also prepared to accept a financial contribution as part of their commitment to scouting.

However, 6th Basingstoke Scout Group considers that it should make financial provision to meet the reasonable costs incurred as part of its adults work in support of group activities and operations. This policy details the process and procedures for the recovery of such expenses.

It should be noted that this policy only covers expenses incurred as part of the group's activities. Any expenses incurred on District, County or other Group's activities will be subject of their own individual policies.

Preferred Method for Transactions

Wherever possible, pre-paid cards should be used as the primary method for covering Scout-related expenses. This approach minimizes administrative work, simplifies financial tracking, and reduces the need for out-of-pocket spending by volunteers.

Reasonable Expenses

6th Basingstoke Scout Group will settle claims for reasonable expenses for the items in the list below:

- Travel costs at the published mileage rate
- Postage
- Photocopying of items for group activities
- Basic stationery (envelopes/paper)
- Reasonable expenses for other items may be considered but it is essential that agreement is obtained from the Group Trustee Board in advance.

Mileage Rate

The Group Trustee Board has agreed to the HMRC travel rates which can be found here:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>.

Annual Budgeting

The Group Trustee Board will make a provision as part of its annual budgeting process for such general expenses. Specific planned activities such as group camps, skills days, etc. must be subject of formal budgeting as part of the yearly cycle so that requests for funding, for example, or other costs can be agreed in advance.

Expense Claiming Process

Expenses must be claimed by emailing the group expense claim form current at the time of the claim to treasurer@6thbasingstoke.org.uk. Claim forms can be found on the group website at 6thbasingstoke.org.uk. All claims for purchased items must be supported with receipts; mileage claims do not require a receipt. Any expenses must be claimed as a minimum on a quarterly basis (end of March, June, September, December).

The Group Trustee Board must be approached if finances are required in advance of expenditure, for example unbudgeted costs.

Completed forms, along with receipts for items other than car non-mileage should follow the following process for approval:

- For Section Team leaders; up to a limit of £100, spending from their Section Meeting budget the claim requires no approval from the individual's line manager if it's within the budget line. The treasurer can approve and process these claims.
- For Section Team Members; up to a limit of £100, spending from their Section meeting budget, the claim requires approval from the Section Team Leader of that budget line.
- For Section Team Leaders & members where the claim is for over £100 or a line which is not their sections meeting budget, claims should be approved by the Group Lead Volunteer or the Group Chair, again providing that the budget is available.
- For any claim where budget has not been agreed, approval must be sought by the Group Lead Volunteer and the Group Chair before expenditure.
- Any claim over £500 must have been approved by the Group Lead Volunteer and the Group Chair.

Once appropriate approvals (if required) have been gained, the treasurer will arrange payment.

Version Notes

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| 1.1 | 11 th December 2024 | Draft version prepared for Group Board of Trustees (GBoT) |
| 1.1 | 5 th March 2025 | Approved by Group Board of Trustees |