

# Expenses Policy

## Sandwell District Scouts

### Introduction

As a movement the Scout Association and Sandwell District Scouts recognises and appreciates 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, we consider that we should make financial provision to meet the reasonable costs incurred as part of its adult's work in support of District 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 District activities. Any expenses incurred on County or Group activities will be subject of their own individual policies, for example mileage to a GSL's meeting to support/represent a Group would be expected to fall under the Group policy. Any expenses occurred whereby the responsibility is shared by a Group/County and the District should be raised prior to the activity being taken.

### Policy

#### Reasonable Expenses

The District 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 district activities
- Basic stationery (envelopes/paper)

Reasonable expenses for other items may be considered but it is essential that agreement is obtained from the District Executive in advance.

Expenditure for an event should be reclaimed through that event as part of the budgeting process.

### **Mileage Rate**

The District Executive has set the mileage rate at the approved HMRC travel rates from 2011 for cars and motorcycles 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>

This will be reviewed annually as part of the budget process.

### **Annual Budgeting**

The District Executive will make a provision as part of its annual budgeting process for such general expenses.

Specific planned activities such as District camps, skills days, etc. must be subject of formal budgeting as part of the yearly cycle so that requests for District funding, for example, or other costs can be agreed in advance. This process would normally be instigated through the ADC and/or GSLs meeting but would not preclude approaches from individuals to the executive who are seeking support for a District event

### **Expense Claiming Process**

Expenses must be claimed using the Expense Claim Form available from the District website. Claims for purchased items must be supported with receipts; mileage claims do not require a receipt.

Any expenses must be claimed no later than 90 days after the activity.

It is the preference of the District that items that can be paid for directly by the District should be and that volunteers do not pay out of pocket costs and reclaim expenses.

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

- all leaders the completed and signed form should be sent to the DC or DDC on the correct form to authorise and passed to the District Executive expenses team to process.
- for Executive members and for all claims form should be sent on the correct form to the District Chairman and passed to the District Executive expenses team to process.

In each case once the form has been approved it will be forwarded to District Treasurer for payment.

This policy was approved by the District Executive on:

This policy will be reviewed by the District Executive by: