



Bramley Scout Group Financial Policy

Approved 04 May 2023

Introduction

No member of the executive committee, leaders or helpers should be out of pocket when assisting with group activities. There are seven main areas to consider:

1. General expenses for consumable items
2. Equipment & services
3. Regular Group expenses
4. Camps and organised trips or events
5. Reimbursement of travel expenses
6. Reimbursement of uniform costs
7. Gifts for volunteers

General expenses for consumable items

Each section Leader has a standing authority to purchase items of small value for the weekly activities they intend to run during a term. The Executive Committee have agreed that each section can spend up to £5 per member (as recorded at the start of each term) per term without obtaining additional approval. This budget is the responsibility of the Section Leader who, at the end of each term should submit an expense claim form together with receipts. This should be sent to the Group Treasurer. This fund should not be used to purchase equipment or fund trips, camps, etc. For this kind of expense, see sections below 'Equipment and services' and 'Camps and Organised Trips.'

Occasionally, it is likely that other members of the committee may need to spend small sums of money on items such as postage, etc. Providing the total expense is less than £10 no prior approval is required from the Executive Committee, but an expense claim form must be completed and submitted at the next Executive Committee meeting for approval and payment.

Equipment & services

Larger expenditure, for example for the purchase of equipment or services must be approved by the Executive Committee prior to the expenditure. Under normal circumstances agreement should be made at an Executive Committee meeting and recorded in the

minutes. In exceptional circumstances, approval can be obtained via email with agreement from the Chairman, Treasurer and Group Scout Leader.

Regular Group expenses

The Treasurer has the authority to raise bank payments/cheques for the payment of the following items without having to request approval at an Executive Committee meeting:

- Venue Hire for regular meetings of each section
- Equipment Storage costs
- Annual Insurance Renewals
- Annual poppy wreath purchase
- Payment of any Badge account invoices
- Payment for any District events
- Capitation fees
- Any other regular group expenditure

NB: All bank payments and cheques require two authorisers/signatures.

Camps and organised trips / events

Any scheduled events either for the whole Group or an individual section such as camps, parties, educational speakers, trips out etc. should be managed by a nominated organiser who must document the estimated income and expenditure, presenting this to the Executive Committee for consideration and agreement. Any cash floats required should also be documented and recorded in the minutes of the meeting.

Each section may organise an end of term party or trip out. The Group will subsidise the cost of one activity per term to the value of £7 per member. The section leader is responsible for ascertaining the total cost of the event and charging the parents the amount required to cover the excess cost. Prior approval is not required from the Executive Committee, but the leader must discuss the event with the Treasurer and make sure that they are aware of how much needs to be collected from each member in order to cover the cost.

Leaders may take part in some of these organised activities, but they should bear in mind whether they are able to carry out their duties if they are also taking part and ensure that any participation is compliant with the Scouts child protection policy (also known as the Yellow Card). There are occasions when their role would be to observe and supervise rather than taking part. E.g. Flipout/Laser Tag. There is also however some merit in the members seeing the Leaders/ Young Leaders taking part. The Leader in charge should ensure that there is the right mix of participators and observers to ensure that the activity is run safely.

For some activities such as the Gangshow or Group Camp the Leaders attendance allows the Event/ Activity to take place in the first place so they should not have to pay for this.

Every Leader/ Young Leader therefore has a subsidy of £10 each per term for such activities. The cost of this should be built into the amount charged to parents for the event/activity.

For any activities/events where the cost exceeds £10 then committee approval should be obtained prior to the event. It would remain the expectation that the cost will be built into the amount charged to parents.

For any activities/events organised at a District or County level, the Executive Committee will consider subsidising the cost for the leaders to attend. The section leader should seek approval prior to advertising the event to the members so that the leaders know how much they will be required to pay and how much will be covered by the Group prior to committing to attending the event.

All expenses to cover the cost of organised events should be claimed via an expense claim form. Items for direct payment should be invoiced to the Group and sent to the Treasurer for payment.

Reimbursement of travel expenses

Any travel expense must be agreed in advance by the Executive Committee. Costs incurred relating to travel to and from specially organised camps or training courses can be recovered by any Leader, Committee Member or helper, so long as the journey is required as part of the organisation of the event, e.g., supplying equipment or acting as an adult helper. The policy will only cover the cost of fuel for private vehicles or in the case of public transport, tickets. No payments will be made in advance, and where applicable, all receipts must be submitted via an expense claim form.

When using your own vehicle, it is your responsibility to ensure the vehicle is roadworthy, legal and covered by insurance.

The current rate for fuel is 45p per mile.

Reimbursement of uniform costs

Each leader and section assistant is entitled to purchase the following items of uniform and the Group will reimburse them for the cost:

- One Adult Uniform Shirt – either long or short sleeved depending on the leaders' preference
- One pair of Scout Activity Trousers or Shorts (or equivalent provided that these do not exceed the cost of the Scout uniform trousers)
- One Scout uniform belt and buckle
- One other item of clothing such as a polo shirt or hoodie, provided that this is a Scout Association or Bramley Scout Group branded item and helps to identify them as a Group volunteer. For example, a polo shirt may be bought as an alternative to the long sleeve shirt for warmer days or a hoodie may be purchased as an alternative to the short sleeve shirt for cooler days.

Where committee members regularly help out at Group events, meetings or activities, they may purchase one item of branded Scout Association or Bramley Scout Group clothing such as a polo shirt or hoodie to help identify them as a Group volunteer.

All uniform costs should be submitted to the Treasurer for reimbursement using an expense claim form and should be supported by a receipt.

Gifts

Leaders and committee members may purchase leaving gifts to thank other leaders and committee members for the time they have volunteered to the Group. The value of the gift will be determined by the number of years the person has volunteered with the Group. The minimum value of the gift will be £10, but this should be increased by £5 for each year of service up to a maximum of £50. All such costs should be submitted to the Treasurer for reimbursement using an expense claim form and should be supported by a receipt.