

Central Taunton Scout Group

Expenses Policy

Cost should not be a deterrent to being a volunteer. Whilst individuals may choose to waive costs at times volunteers should not incur unwelcome expenses through their support of Scouting. It is the responsibility of volunteers to ensure that they use the most cost-effective method of delivering their responsibilities. The policy is designed to recompense out of pocket expenditure, but everyone should be minded of the cost to Scouting of their actions.

Purchases of over £50, need approval from the Executive Committee.

General Authorisation and Reimbursement rules

- Reimbursement will be via electronic banking so if you change your banking details please inform the Treasurer asap. If another form of reimbursement is required, please ask the Treasurer.
- Officials Authorised to Sign Expenses Claims: Treasurer, Cub Scout Leader

Personal Money Expenses claim

- Pass on all receipts to the treasurer
- Receipts must ideally be submitted within 3 months of purchase

Reimbursement will happen as quickly as possible however please contact the treasurer if payment is urgent.

Cash advance

- If a volunteer requires cash to purchase goods or services (e.g. camp expenses) on behalf of the group or section then speak to the treasurer.
- The volunteer receiving the money will need to sign to say they have received it.
- After the activity, the volunteer must give receipts and remaining balance to the Treasurer

Group cheque books

- Cheques for Purchases – if a Group cheque is used to pay for purchases such as equipment or camp sites then please give the receipt to the Treasurer
- Number of Signatories – Each cheque needs to be signed by 2 signatories. .
- Approved Signatories for cheques on group account – Treasurer, Cub Scout Leader