
Expenditure Policy

Petworth & Pulborough Scout District

Contents

Expenditure Policy	1
Purpose	3
Policy	3
Annual Budget.....	3
Expenditure	4
Approval Procedure	5
Payments	5
District Squirrel, Beaver, Cub & Scout Sections.....	5
District Explorer Scout Units and District Scout Network.....	6
District Scout Active Support Unit.....	7
District Badge Shop	7
District Minibus	7
Large Scale District Events	7
Personal Expenditure	8
Scout Groups	8
Grants and Loans.....	8
Alterations to the Policy	8
Appendix 1: Expenses Policy	9
Purpose	9
Policy	9
Procedure	9
Travel.....	10
Communication	11
Miscellaneous.....	12
Alterations to the Policy	12

Purpose

This document sets out Petworth & Pulborough District Scout Council (hereafter referred to as the District) policy and procedures in respect of the management of expenditure in the District.

Policy

One of the primary functions of the District Trustee Board is to support the delivery of Scouting in the District. To facilitate this the District Trustee Board will ensure that sufficient funds are available for members of the District Team to support and deliver Scouting in the District.

Additionally, the District Trustee Board has a responsibility to support the promotion and development of Scouting in the District. To facilitate this the District Trustee Board will ensure that sufficient funds are available for this purpose.

The District is also responsible for running and managing the District Badge Shop and District Minibus. Whilst these are generally expected to be self-financing the District Trustee Board will endeavour to ensure that sufficient funds are available to support (and improve) these as and when required.

In exceptional circumstances the District also has a moral responsibility to act as a guarantor and “lender of last resort” for any individual Scout Group or Unit which makes up Scouting in Petworth & Pulborough District. The District Trustee Board will also endeavour to ensure that sufficient funds are held in reserve for this purpose.

As the Trustees of Scouting in the District the District Trustee Board has a responsibility to ensure that all expenditure represents value for money and is primarily for the benefit (and in the best interests) of Scouting in Petworth & Pulborough District.

The District Trustee Board will ensure that all funds are managed in accordance with the terms of the District's Financial Management Policy. In addition, they will endeavour to ensure that the rules of The Scout Association (as laid down in P.O.R) and the requirements of the Charities Act are adhered to.

Annual Budget

The District Finance Committee will produce an annual budget for approval by the District Trustee Board. The annual budget will allocate funds against known costs including the individual Teams etc, administrative costs and various other activities and costs.

As part of this process the District Finance Committee will make recommendations to the District Trustee Board in respect of the cost of the annual District membership fee (also known as, District levy). The District membership fee is in addition to the annual membership fees charged by The Scout Association and the County (West Sussex).

The District membership fee will be reviewed annually and should cover the anticipated annual running costs of the District. Where appropriate the District membership fee should also take into account capital expenditure and renewal costs as well as ensuring that reserves are maintained at the required levels.

The sums allocated in the annual budget will be reviewed (by the District Finance Committee) on an annual basis and (where necessary) will be revised to reflect and take into account the changing requirements of Scouting in and around the District. The review will also take into account other factors including increased costs.

As part of the budgeting process, it is anticipated and accepted that on occasions there will be an overspend against a specific budgeted cost or costs. The District Trustee Board will ensure that there are sufficient funds held in reserve to cover this eventuality.

In addition, it is acknowledged and accepted that there may be unbudgeted and emergency expenditure which the District are required to make during the course of a financial year. The District Trustee Board will ensure that there are sufficient funds held in reserve to cover expenditure of this nature.

At the end of every financial year (31st March) all unspent monies held against an individually budgeted cost will be “zeroed” and returned to general District funds unless previously agreed by the District Trustee Board.

At their discretion (and following advice from the District Finance Committee) the District Trustee Board may designate or ring fence funds for specific purposes or projects. Details of the individual funds held (and their purpose) can be found in the District's Funds & Grants Policy.

Expenditure

Whilst the following relates to expenditure made directly through the District Treasurer (or District Book Keeper) it is anticipated and expected that the procedures detailed will be adopted and similarly followed by individual sub-Committees (such as Petworth Park Organising Committee), District Explorer Scout Units, the District Scout Network and District Scout Active Support Unit.

No contractual agreements (formal or otherwise) with any third parties or suppliers should be entered into without prior approval of the District Trustee Board. In exceptional circumstances this approval may be granted by the District Commissioner/District Lead Volunteer and the District Chair.

As a matter of good practice under no circumstances must any individual (or individuals) involved in the procurement of goods and or services receive any form of payment (either in kind or otherwise) or commission (from a provider or supplier) for the goods or services being provided either in person or via a third party.

Every effort should be made to ensure that goods and services are obtained from reliable and reputable sources and where appropriate ensuring that the necessary qualifications, insurances, indemnities, guarantees, warranties or relevant certifications are held or are in place.

As previously mentioned, all goods and services must represent value for money and be for the benefit (and in the best interests) of Scouting in Petworth & Pulborough District. In this respect the District Trustee Board will ensure that as and when required a suitable (and transparent) system of tendering and quoting will be in operation.

Generally, payments will only be made for goods and services once they have been received. Where this is not possible or where a deposit is required (from a provider or supplier) then these goods and services should only be obtained from reliable and reputable sources.

It is accepted that on occasions monies may need to be put on account to secure goods and services. In this event the account must be approved by the District Trustee Board prior to any monies being transferred. Accounts should only be set up with reliable and reputable sources.

It is also accepted that on occasions a cash "float" or prepaid cash card may be required for events and activities. This should only happen in exceptional circumstances where no other reasonable alternative exists. In this event a transparent and robust procedure will be put in place and receipts must be provided for all expenditure.

Claims for all budgeted/authorised expenditure should ideally be submitted to the District Treasurer (or District Book Keeper) prior to (or within 28 days of) the expenditure being incurred. Claims for any expenditure should be received no later than the 15th March so that they can be processed and incorporated into the end of year accounts.

Ideally all invoices for payment should be forwarded electronically to the District Treasurer (or District Book Keeper). They should be addressed to "Petworth & Pulborough District Scout Council" with clear details of what the expenditure is for and the total amount(s) payable. Where the expenditure is for an event or activity this should be clearly shown on the invoice.

All payment(s) should be made directly to the provider or supplier. However, it is accepted that on occasions an individual (or individuals) may need to make a payment (or payments) and reclaim the monies from the District Treasurer (or District Book Keeper). In this event the original invoices must be provided to the District Treasurer (or District Book Keeper) for payment.

In the event of any refunds or credit notes etc being issued (by a provider or supplier) these must be addressed to "Petworth & Pulborough District Scout Council". All refunds should be paid electronically into the nominated District bank account. Under no circumstances should refunds be received in cash by or paid into an individual (or individuals) personal bank account(s).

It should be noted that the District is not obliged to meet expenditure (of any kind) which has not been authorised by the District Trustee Board, the District Commissioner/District Lead Volunteer or District Chair and/or where there are no supporting invoices, receipts or any other relevant supporting documentation.

Approval Procedure

All expenditure must be approved by the District Trustee Board. In order to facilitate the effective financial management of the District it has been agreed (by the District Trustee Board) that the budget will be allocated to the various District teams and identified budget holders (usually the relevant Team Leaders) will be responsible for managing the allocated budget. The budget holder can authorise expenditure on budgeted items up to £100, as long as the budget will not be exceeded. Any expenditure (budgeted or unbudgeted) above these limits needs pre-authorisation as indicated below:

£100 - £250*	District Chair or District Treasurer or District Commissioner/District Lead Volunteer
£250 – £500	District Chair or District Treasurer or District Commissioner/District Lead Volunteer
£500+	District Trustee Board

* The Support Team budget holder will have an increased individual authorisation limit for the following budget items (only) of £250:

Equipment – Maintenance & Renewals

Equipment – Capital Items

Minibus – Servicing & Repairs

In certain circumstances it may become necessary for the District Trustee Board to approve expenditure with an electronic vote. In these circumstances the vote will be conducted in accordance with the terms set out in the District Constitution.

Payments

All claims for expenditure made to the District Treasurer (or District Book Keeper) will be checked and processed as soon as possible. As a matter of best practice, it should be noted that all claims will be subject to scrutiny and clarification. All claims must be supported by the relevant invoices and or receipts for payment etc.

When this process is completed, the claim will be subject to the approval of either the District Chair and or the District Commissioner. The approval process will normally be carried out electronically. Once the claim has been approved the payment will be made electronically to the nominated bank account of the provider or supplier.

In the event that the claim has been made by an individual then the same process will apply. The claimant must make it clear what the expenditure relates to and forward all relevant receipts and documentation etc. Once approved the payment will be made electronically to the individual's nominated bank account.

Under normal circumstances all claims for expenditure will be paid within 14 days of any claim being received by the District Treasurer (or District Book Keeper). In the event that a cheque payment is required the process will take longer. In exceptional circumstances claims may be settled in cash but only then with prior approval of the District Commissioner/District Lead Volunteer or the District Chair.

District Squirrel, Beaver, Cub & Scout Sections

The District Squirrel, Beaver, Cub and Scout Sections (hereafter referred to as the Sections) should produce an annual programme of District events and activities for presentation to the District Finance Committee. This should be supported by a provisional budget which sets out the projected expenditure and income for each event or activity.

With the exception of the Chief Scouts Award presentations all events or activities are expected, unless otherwise agreed with the Trustee Board, to be “self-financing” and break even. The budget for each individual event or activity should adequately reflect this with the costs being passed onto to those individuals or Sections participating. Any excess income will be held “on account” against the relevant Section until the end of the financial year.

The District has a responsibility to underwrite the cost of every District Section event or activity. It has been agreed (by the District Trustee Board) that any one event or activity where the liability is unlikely to exceed £400 will be automatically underwritten. All events and activities where the potential liability exceeds £400 will need to be specifically approved by the District Trustee Board.

The District Trustee Board makes a provision in the annual budget against each of the Sections. Primarily this allowance is to cover personal expenses (incurred by members of the individual teams) supporting the Sections, any “overspend” on District events or activities and the costs incurred running the Chief Scouts Award Presentations.

The allowance made in the budget is not intended to be used for capital expenditure or indeed viewed on a “must” spend basis. Applications from the Sections for capital expenditure which do not relate to any specific activity or event can be made to the District Finance Committee at any time during the year.

All income and expenditure for each District Sectional event or activity should be processed by the District Treasurer (or District Book Keeper) through the nominated District bank account. Ideally all income and expenditure should be received/paid electronically. Under no circumstances should any income (be it in cash or otherwise) be paid into an individual’s personal bank account.

The procedures detailed in this document are expected to be followed for all events and activities organised by the Sections. As a matter of good practice, a balance sheet detailing all income and expenditure for any one event or activity should be sent to the District Treasurer (or District Book Keeper) within 28 days of the event or activity.

District Explorer Scout Units and District Scout Network

The District Trustee Board has agreed that each individual District Explorer Scout Unit (hereafter referred to as Units) and the District Scout Network can be responsible for the management of their own finances. In this respect individual Units/Network are expected to follow the rules of The Scout Association (P.O.R) and the various District Policies relating to the management of finances etc.

All individual Units/Network are expected to be self-financing. In the event that any Unit/Network experiences financial difficulties then the District has a moral responsibility to act as a guarantor and “lender of last resort”. In this event the District Commissioner/District Lead Volunteer and District Finance Committee will make recommendations to the District Trustee Board on the most appropriate course of action.

For all District led or organised activities, the District Explorer Scout Commissioner or District Network Leader(s)/14-24 Team should produce an annual programme of events and activities for presentation to the District Finance Committee. This should be supported by a provisional budget which sets out the projected expenditure and income for each event or activity.

With the exception of the Chief Scouts Award presentations all events or activities are expected to be “self-financing” and break even. The budget for each individual event or activity should adequately reflect this with the costs being passed onto those individuals or Units/Network participating. Any excess income will be held “on account” against the relevant budget until the end of the financial year.

The District has a responsibility to underwrite the cost of every District led or organised event or activity. It has been agreed (by the District Trustee Board) that any one event or activity where the liability is unlikely to exceed £400 will be automatically underwritten. All District organised Unit events and activities where the potential liability exceeds £400 will require specific approval from the District Trustee Board.

The District Trustee Board makes a provision in the annual budget against each of the Sections. Primarily this allowance is to cover personal expenses (incurred by the District Explorer Scout Commissioner or the District Network Leader(s)/14-24 Team) supporting the Units/Network, any “overspend” on District events or activities and the costs incurred with the Chief Scouts Award Presentations.

The allowance made in the budget is not intended to be used for capital expenditure or indeed viewed on a “must” spend basis. Applications from the District Explorer Scout Commissioner or the District Network Leader(s)/14-24 Team for capital expenditure which does not relate to a specific activity or event can be made to the District Finance Committee at any time during the year.

All income and expenditure for each District event or activity should be processed by the District Treasurer (or District Book Keeper) through the nominated District bank account. However, it is accepted and acknowledge that in some instances it may be necessary for the event or activity to be administered through an individual Unit/Network bank account.

Ideally all income and expenditure should be received in and paid out electronically via the nominated account. Under no circumstances should any income (be it in cash or otherwise) be paid into an individual's personal bank account.

The procedures detailed in this document are expected to be followed for all District events and activities organised by the Explorer and Network sections. As a matter of good practice, a balance sheet detailing all income and expenditure for any one event or activity should be sent to the District Treasurer (or District Book Keeper) within 28 days of the event or activity.

District Scout Active Support Unit

The District Trustee Board has agreed that the District Scout Active Support Unit (hereafter referred to as SASU) can be responsible for the management of their own finances. In this respect SASU are expected to follow the rules of The Scout Association (P.O.R) and the various District Policies relating to the management of finances.

The SASU is expected to be self-financing. In the event that SASU experiences financial difficulties then the District has a moral responsibility to act as a guarantor and “lender of last resort”. In this event the District Commissioner/District Lead Volunteer and District Finance Committee will make recommendations to the District Trustee Board on the most appropriate course of action.

In the event that SASU is organising an event or activity which is likely to expose the District to a financial liability then they are obliged to follow the requirements set out above for District Explorer Scout and District Network Units.

District Badge Shop

The finances for the District Badge Shop are administered by the District Treasurer. The District Badge Shop is generally expected to be self-financing, however the District Trustee Board have accepted that (if required) they have a responsibility to cover the purchase of stock etc.

Any income generated from the District Badge Shop must be paid to the District Treasurer (or District Book Keeper) for processing. Where possible all income should be received/paid electronically. Under no circumstances should any income (be it in cash or otherwise) be paid into an individual’s personal bank account.

District Minibus

The finances for the District minibus are administered by the District Treasurer. The District minibus is generally expected to be self-financing, however the District Trustee Board have accepted that (if required) they have a responsibility to cover the annual running costs etc.

Any income generated from the use of the District minibus must be paid to the District Treasurer (or District Book Keeper) for processing. Where possible all income should be received/paid electronically. Under no circumstances should any income (be it in cash or otherwise) be paid into an individual’s personal bank account.

Large Scale District Events

Any large-scale District event or activity (e.g., Petworth Park Camp) will normally be organised by a separate Organising Committee approved by the District Trustee Board. The finances for any such event or activity will be administered by a designated Treasurer or the District Treasurer (or District Book Keeper).

Generally, all large-scale District events or activities are expected to be “self-financing” and break even. The budget for each individual event or activity should adequately reflect this with the costs being passed onto to those individuals or Groups participating. Any surplus funds generated from the event or activity will be returned to the District, unless the District Trustee Board agrees otherwise.

A budget for the event or activity must be approved by the District Trustee Board prior to any expenditure (deposits etc) being made by the District Treasurer (or District Book Keeper). The Organising Committee will be required to provide regular updates to the District Trustee Board on their progress.

All income and expenditure should be processed by the District Treasurer (or District Book Keeper) through the nominated District bank account. Ideally all income and expenditure should be received/paid electronically. Under no circumstances should any income (be it in cash or otherwise) be paid into an individual’s personal bank account.

The procedures detailed in this document are expected to be followed for large scale District events and activities. As a matter of good practice, a balance sheet detailing all income and expenditure for the event or activity should

be sent to the District Treasurer (or District Book Keeper) within 28 days of the event or activity.

Personal Expenditure

Claims for all personal expenditure incurred on District business should be submitted to the District Treasurer (or District Book Keeper) using the appropriate forms in accordance with the procedures set out in the District Expenses Policy (See Appendix 1). All payments will also be authorised/made in accordance with the terms of the policy.

Scout Groups

Each individual Scout Group (in the District) is a separate Charity and as such should be self-financing. The Trustees of the Scout Group are the Group Trustee Board, and they are responsible for effective management of the finances. The Trustees have a responsibility to ensure they follow the rules of The Scout Association (P.O.R) and the requirements of the Charities Act.

In the event that any Scout Group experiences financial difficulties then the District has a moral responsibility to act as a guarantor and “lender of last resort”. In this event the District Commissioner/District Lead Volunteer and District Finance Committee will make recommendations to the District Trustee Board on the most appropriate course of action.

Grants and Loans

The District Trustee Board have agreed a policy for making grants and loans to support individual Groups and Units etc. Applications for grants and loans must be made in accordance with details contained in the District Funds & Grant Policy. All payments will also be authorised/made in accordance with the terms of the policy.

Alterations to the Policy

This Policy will be subject to regular review to ensure that it is up to date and continues to meet the needs of Scouting in Petworth & Pulborough District. Any changes that are considered necessary to this Policy will be recommended to the District Trustee Board for their approval at the conclusion of any review.

Version 1

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Appendix 1: Expenses Policy

Purpose

This document sets out Petworth & Pulborough District Scout Council (hereafter referred to as the District) policy and procedures for claiming personal expenses and those who are entitled to apply.

Policy

One of the primary functions of the District Trustee Board is to promote and support the development of Scouting in Petworth & Pulborough District. To facilitate this any individual who incurs any financial outlay in the execution of their duties on approved or authorised District business is entitled and encouraged to claim back these expenses.

For general expenditure relating to a specific activity or event please refer to the District Expenditure Policy. Any expenditure incurred for training courses or related purposes should be applied for from the District Development Fund in accordance with the District Funds & Grants Policy.

All personal expenses which are incurred on District business should be claimed back as this reflects the true cost of Scouting. Where individuals do not wish to claim back personal expenses, they are encouraged to make a claim and then donate their expenses back to Scouting. Gift Aid can be claimed back on these donations.

As the Trustees of Scouting in Petworth & Pulborough District the District Trustee Board have a responsibility to ensure that all claims for personal expenses are proportionate and represent a benefit and value for money to Scouting in Petworth & Pulborough District.

Procedure

All claims for personal expenses must be made on the appropriate forms and clearly detail the nature of the expenditure. Claims can be made either by post or electronically. All claims for personal expenditure must be supported by the relevant receipts/documentation etc.

Claims for personal expenses relating to an individual District Explorer Scout Units, Network Scout Unit or Scout Active Support Unit by members of the respective Unit or individuals acting on behalf (and with prior authorisation) of the Unit should be submitted to the relevant Unit for processing and payment.

Whilst the following relates to claims made directly to the District Treasurer it is anticipated that the policies and procedures detailed will be adopted and similarly followed by individual District Explorer Scout Units, District Network and Scout Active Support Unit.

Claims for personal expenses can be made by uniformed members of the District Team and members of the District Trustee Board or any of its sub-Committees not referred to previously. All claims should be submitted to the District Treasurer (or District Book Keeper) for processing, payment and allocation to the correct budget.

Claims for personal expenses can also be made by any individual who has received prior authorisation to carry out duties on behalf of the District by either the District Commissioner/District Lead Volunteer or District Chair. All such claims should be submitted to the District Treasurer (or District Book Keeper) for processing, payment and allocation to the correct budget.

Personal expenses can be claimed against a specific event/activity or general ongoing costs in connection with an individual's role or responsibilities. To avoid any confusion and to ensure that expenditure is charged against the correct budget a separate claim should be submitted for each individual circumstance.

Claims for general ongoing personal expenditure should be made at regular intervals (say every six months) but must be made prior to the end of the financial year which is 31st March. Therefore, all claims for personal expenses should be received by the District Treasurer (or District Book Keeper) by 15th March so that they can be processed and incorporated into the end of year accounts.

Claims for personal expenses relating to a specific event or activity should be submitted within 28 days of the event or activity taking place. Once again, all claims should be made by 15th March. This will allow these claims to be processed and incorporated into the correct budget for accounting purposes in the end of year accounts.

Claims made to the District Treasurer (or District Book Keeper) will be checked and processed as soon as possible. As a matter of best practice, it should be noted that all claims will be subject to scrutiny and individuals making a claim may be required to provide clarification or further information/documentation in support of their claim.

When this process has been completed the claim will then be subject to final approval of either the District Chair and or the District Commissioner/District Lead Volunteer. The approval process will normally be carried out electronically. Once the claim has been approved the payment will be made electronically into the individuals nominated bank account.

Under normal circumstances claims for personal expenses will be paid within 14 days of any claim being received by the District Treasurer (or District Book Keeper). In the event that a cheque payment is required the process will take longer. In exceptional circumstances claims may be paid out in cash but only then with prior approval of the District Commissioner/District Lead Volunteer or the District Chair.

It should be noted that the district is not obliged to meet expenditure (of any kind) which has not been appropriately authorised and or where there are no supporting invoices, receipts or any other relevant supporting documentation.

Travel

Claims for travel expenses for all journeys made by any individual on legitimate District business can be made for the following:

Motoring

- Any privately owned vehicle which is used for District business must be roadworthy, suitably taxed and insured. Where any privately owned vehicle is used to transport young people, this must be done in accordance with the rules of the Scout Association and the relevant safeguarding procedures.
- It should be noted that under normal circumstances the District will not pay or be considered liable for any fines for motoring offences, parking fines, vehicle breakdown/recovery charges and or subsequent repairs costs etc whilst an individual is engaged on District business.
- Claims for mileage expenses can be made for any journeys in any privately owned motor vehicle. These journeys include but are not restricted to travel to meetings, visits to Groups, Sections, camp visits and attendance at District, County, Region and National events or activities.
- Prior approval should be sought from either the District Commissioner/District Lead Volunteer or the District Chair where any one journey is likely to involve a round trip in excess of 100 miles or more.
- All claims for mileage expenses should be broken down and individually detailed showing the mileage and the purpose or reason for each trip.
- Claims for mileage expenses will only be paid from and to the address registered on Compass for the individual making the claim.
- Mileage expenses claims will be paid at the standard rate approved by HMRC. This is currently 45 pence per mile irrespective of the size (or seating capacity) of the vehicle, engine size, method of propulsion or fuel type.
- Where applicable toll charges for bridges and tunnels can be added to any mileage expense claim provided, they are accompanied by the relevant receipts or statements etc.
- Under normal circumstances charges incurred for the use of UK toll roads or motorways are not claimable.
- Where appropriate the cost of parking charges can be claimed.

Public Transport

- Claims can be made for any journey made on public transport. Tickets and relevant receipts must accompany any claim.
- Where a journey is made using an oyster card or any other similar prepaid card a copy of the statement detailing the journey must accompany any claim.

- Where a train or coach journey is likely to exceed £50 prior approval must be sought from either the District Commissioner/District Lead Volunteer or District Chair before booking and or paying for any tickets.

Taxis

- In exceptional circumstances the District Commissioner/District Lead Volunteer or District Chair can authorise an individual to use a licenced taxi operator to undertake their duties or to attend an event or activity.
- In this event the taxi can only be used to take the individual from and return them to their address as registered on Compass.
- Relevant receipts must accompany any pre-authorized claim.

Hired Vehicles

- In exceptional circumstances the District Commissioner/District Lead Volunteer or District Chair can authorise an individual to hire a vehicle for use on legitimate District business.
- In this event the District will meet the full cost of hire including insurance and fuel costs etc.
- Any hired vehicle must only be used for District business and a full breakdown of any mileage must accompany the relevant receipts for any pre-authorized claim.
- Mileage expenses are not claimable when using a hire vehicle but toll charges for bridges and tunnels can be claimed along with parking costs.
- It should be noted that the District will not pay or be considered liable for any fines for motoring offences, parking fines etc whilst an individual is engaged on District business.

Communication

Claims can be made for the following:

Printing

- Cost of paper and ink cartridges etc can be claimed for District business.
- Relevant receipts must accompany any claim.

Photocopying/Professional Printing

- Subject to prior approval from the District Commissioner/District Lead Volunteer or District Chair claims can be made for photocopying or professional printing using a reputable printer/company.
- Relevant receipts must accompany any claim.

Postage

- Postage costs can be claimed for all relevant District business. All mail should be sent by Royal Mail standard or large second-class post.
- In exception circumstances (and with prior approval) items can be sent by Royal Mail recoded delivery or registered post.
- Relevant receipts must accompany any claim.

Couriers

- In exceptional circumstance the District Commissioner/District Lead Volunteer or District Chair can authorise an individual to use a reputable courier service for the collecting/ delivery of documentation/items etc.
- Relevant receipts must accompany any pre-authorized claim.

Telephone and Video Conferencing Facilities

- Claims can be made for a subscription or charges to an approved provider of telephone or video conferencing facilities.
- The District Trustee Board must approve (in advance) the opening of any account or the charges for the use of these facilities.
- Relevant receipts must accompany any claim.

Telephone

- Where appropriate (and where previously agreed) uniformed members of the District Team, members of the District Trustee Board and members of the various District sub-Committees or Management Teams are entitled to make a claim to assist with the cost of their Scouting telephone expenses.
- Relevant receipts must accompany any claim.

Miscellaneous

Claims can also be made for the following:

Stationary

- Claims can be made for any items of stationary and any ancillary items which may be required.
- Relevant receipts must accompany any claim.

Other

- Reasonable claims will be considered for any other materials/equipment or consumable related expenditure.
- Relevant receipts must accompany any claim.

Alterations to the Policy

This Policy will be subject to regular review to ensure that it is up to date and continues to meet the needs of Scouting in Petworth & Pulborough District. Any changes that are considered necessary to this Policy will be recommended to the District Trustee Board for their approval at the conclusion of any review.

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