



## 1<sup>st</sup> Cheddington Scout Group

### VOLUNTEER EXPENSES – A guide for Leaders

Full details of what can and cannot be claimed through operational expenses are found on the internet by referring to the volunteer expenses policy. This is intended to be a helpful user guide for Leaders and not exhaustive.

It is accepted as a principle that cost should not be a deterrent to the effective execution of a volunteer appointment and that nobody should be debarred from accepting an appointment due to financial constraint.

It is the responsibility of everyone to ensure that they use the most cost effective method of delivering their Scouting.

As a general principle, the Group is willing to cover all expenses incurred. Leaders may consider that they do not need/wish to claim against all of the items they could. In these cases we would encourage Leaders to claim their expenses in full and then make an equivalent value donation to the Scout Group. By gift aiding such donations, the Group is able to claim tax back on these expenses, as gifts in kind. The Group Executive Committee members are grateful to Leaders for their continued efforts to keep the running costs to a minimum.

Where possible, Leaders should obtain cheques from the Group account in advance to pay for purchases rather than pay out of their own account and claim back out of pocket expenses later. Expenses claims should ideally be made within one month of the purchase. The Group Treasurer will aim to reimburse claims within one week or less.

#### OPERATIONAL EXPENSES

The following will be reimbursed:

1. **Uniform:** For member of the Group requiring a Scout uniform to perform the responsibilities of their role on appointment one item each of smart shirt or blouse; activity or smart trousers or skirt; scarf and woggle; belt. Items to be ordered from Scout Shops Limited or the District Scout Shop. Thereafter up to one replacement item per year if required.
2. **Running Costs:** Can be claimed at cost but Leaders should aim to minimise running costs and to deliver within their Sectional budget.
3. **Travel:** will be reimbursed at cost or at 35ppm for use of personal cars. Drivers are personally responsible to ensure that their insurance is fit for this purpose and that their vehicles are legal and appropriately maintained. Where the journey could be carried out using public transport at a cheaper cost, this should be used.

Where possible cheques should be raised by the Group Treasurer against invoices to avoid Leaders being personally out of pocket. For example when booking campsites or events invoices can be raised and cheques written or in many cases purchases can be ordered online for collection at the shop, allowing adults to generate a pseudo-invoice so that a cheque can be written out before collection/delivery.

#### CASH ADVANCES

In agreement with the Group Treasurer, advances or floats are available to facilitate the running of the Section, for events and for similar circumstances. Requests for floats must be approved by the event organiser and/or Group Scout Leader before they are submitted to the Group Treasurer.

Advances and floats must be cleared within one week of return or date of the event, unless otherwise agreed with the Group Treasurer.

Expenses from an advance or float must be authorised before the expenses form and cash balance is returned to the Group treasurer.

#### MEMBERSHIP FEES

Where membership fees are collected by Section Leaders, these must be submitted to the Group Treasurer on a monthly basis together with the relevant form.

We aim to pay expenses within one week and would request that claims are made where possible within one month of purchase. Multiple claims are acceptable; the principle is to avoid Leaders being owed large amounts of money by the Group.

The above arrangements are based on the broad principle that the Group - which is funded primarily by its Members - will reimburse substantiated claims for out of pocket costs that a reasonable person would incur, having due regard for their role.

When making purchases, every effort should be made to use the most cost effective option.