

Wiltshire North Scout Council Expense Policy and Guidance

District Events

All expenditure for District Events, Training, and any significant costs must be approved at the Executive meeting before incurred. Actual expenditure must then be incurred on a timely basis and in accordance with the agreed spending plan or budget. Additional spending outside that agreed must be reapproved.

The District Treasurer will review and approve District expenses before reimbursement and in accordance with pre agreed Executive approval.

Specific approval is required for any expenditure from restricted funds, and such expenditure must be for the purpose for which the funds are restricted.

Personal Expenses

Personal Expenses will be reimbursed for reasonable expenses paid out in the conduct of Scouting activities, including, but not limited to, expenses relating to attending regular weekly section or unit meetings, committee meetings and training. Expenses for non Scouting activities will not be reimbursed under any circumstance.

Expenses must be recorded on the prescribed form and include all receipts. Expenses should be claimed in the period to which they relate. Expenses over 6 months old can not be claimed without prior approval.

Mileage expenses are paid in accordance with HMRC rates only. These are currently 45p per mile with an additional 5p per passenger. Changes to rates will be agreed by the Executive and communicated accordingly.

Expense claims include a self-declaration that the claim is accurate and incurred in connection with the Scouting activities, which must be signed by the claimant.

The immediate line manager must approve the expenses of the claimant. The approved form and receipts must then be sent to the Treasurer for payment.

Gift Aid on Donations

An individual may choose to donate their expenses back and this may be subject to Gift Aid if all other conditions of Gift Aid are met, including a current Declaration being held by the Treasurer.

To enable Gift Aid to be claimed on donated expenses, the claimant must make a claim in the usual way, receive payment and then can choose to donate an amount back. This amount will be accounted as a donation and attract Gift Aid.