



Blackhills Scout Campsite – Expense Policy

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Reviewed by BMC

Date accepted by BMC

20 June 2023

Date of next review

July 2025

Preamble

As a movement the Scout Association and Blackhills Scout Campsite Management Committee (BMC) recognises that adults not only give freely of their time but are also prepared to accept a financial contribution as part of their commitment to Scouting.

It is the policy of the Blackhills Campsite through its Management Committee to reimburse volunteers for allowable expenses incurred on campsite business, providing those expenses are incurred in line with this expenses policy.

This policy details the process and procedures for the recovery of such expenses. It should be noted that this policy only covers expenses incurred as part of activities sanctioned by the BMC concerning the operation, maintenance or development of the Scout Campsite. Any expenses incurred on County, District or Group activities will be subject of their own individual policies

Expense policy

This policy is designed to cover reimbursement of out-of-pocket expenditure incurred by any member of Scouting carrying out activities on behalf of Blackhills Scout Campsite.

The general principle is that no person will obtain a benefit from expenses payments.

Expense payments will be a reimbursement of actual costs, which are reasonable and are incurred wholly, exclusively and necessarily for the carrying out of the member role in relation to the task agreed with the Management Committee of the campsite.

Typically this will relate to activities such as:

- Running events and programme on behalf of the Campsite.
- Purchase of materials necessary to carry out agreed work on the Campsite
- Purchase of consumable materials necessary to operate the Campsite.
- Administration costs such as stationery, postage and telephone calls.
- Adult training in relation to Campsite related duties.
- Certain travel as outlined below.

It is expected that claims could be made by members of the Campsite Management Committee, or any other volunteer working for the Campsite, authorised to make a claim by a budget holder.

Major items of expenditure should, wherever possible, be invoiced to the Campsite and sent directly to the budget holder for approval and then submitted to the Treasurer for direct payment.

Claims must follow the following rules:

- An expense claim must be covered by an approved budget and that budget must not be overspent. It is the responsibility of the budget holder to ensure that costs remain within the agreed budget.
- Authority to incur costs must have been agreed with the relevant budget holder prior to any costs being incurred.
- All expense claims must be made using the claim form attached to this policy and must be signed by the claimant and approved by the relevant budget holder.
- All expense claims must be supported by ORIGINAL receipts, invoices or similar for each item of expenditure subject to certain exceptions relating to travel expenses. Note that invoices or receipts should give a full description of goods/services supplied and the date of supply.
- Any invoices / receipts submitted to the Treasurer (after approval by the budget holder) must be in the name of the claimant or the Campsite and not in the names of third parties.

All expense claims should be made within 4 weeks of costs being incurred.

Claims will be settled as promptly as possible once the full approved documentation is received by the Treasurer (e-mail treasurer@blackhillscampsite.org.uk).

Expense Types for which claims will be accepted:

- Expenses incurred in purchasing materials for events, projects or maintenance works.
- Activities related to agreed meetings and programme on or off site.
- Administration costs.
- Administration costs such as stationery, postage and printing.
- Telephone costs (see below)
- Travel costs when agreed with the budget holder (see below)

Telephone Costs – claims for phone calls must be approved in principle by the budget holder in advance. The volunteer shall support any claim with a copy of a telephone bill showing the relevant calls.

Travel Costs – claims for travel must be approved in principle by the budget holder in advance. The volunteer may claim 20p per mile for the use of any personal vehicle.

