

## 1<sup>st</sup> Weston Green Scout Group Expenses Policy

1. All claims for expenses should be submitted by completing the attached Excel expenses form, together with receipts or other evidence of payments made.
2. All claims must be submitted within three months of incurring the expenditure.
3. Any leaders or other adult volunteers who regularly spend non-trivial amounts should submit claims monthly.
4. Expenses will be paid monthly. All claims received within a calendar month will be paid within seven days of the month end.
5. Section Leaders should email their claims directly to [treasurer@westongreenscouts.org.uk](mailto:treasurer@westongreenscouts.org.uk) and [chair@westongreenscouts.org.uk](mailto:chair@westongreenscouts.org.uk). After authorisation by the Chair, the Treasurer will make payment directly to the Section Leader.
6. Any plans for expenses over £300 must be submitted to the Chair and Treasurer for pre-approval. Large expenditures may be referred to the full Executive Committee for formal approval. The Group will usually be able to arrange direct payment for large expenses, avoiding the need for Leaders to pay and reclaim them.
7. Expenses incurred on behalf of sections by parents and other adult volunteers must be pre-approved by the Section Leaders.
8. Parents and other adult volunteers who have incurred authorised expenses should email their claims to their Section Leader. The Section Leader should review any such claims before forwarding them to the Chair and Treasurer, with confirmation that the claim is valid. After authorisation by the Chair, the Treasurer will make payment directly to the person who incurred the expenses.
9. The use of cash payments should be avoided as far as possible. Payments by parents to the group should be made through OSM whenever possible, and any large outgoing expenses should be paid by bank transfer from the Group account.