

Expenses & Hardship Policy

Version 3.0, January 2019

Review Date: January 2020

Policy Owner: Group Executive Committee



1. Background

- 1.1 The expenses and hardship part of this policy are written under the principles that there should be no cost to volunteer within the Scout Group and that finance should not be a barrier to participation in Scouting.
- 1.2 It is the responsibility of the volunteers to ensure that they use the most cost-effective method.

2. Expenses

2.1 General

- 2.1.1 All expenses must be submitted in the format and timescales dictated in the Group's "Financial Management" policy.

2.2 Personal Expenses

- 2.2.1 "Personal Expenses" are defined as expenditure which is incurred directly, by any persons, in delivering the activities of the Group.

- 2.2.2 All personal expenses must be authorised by the GSL/AGSL (or Group Chair for Group Executive Committee or Sub-Committee members) before reimbursement.

- 2.2.3 Personal expenses include:

- *Travel*

The Group will cover the cost of travel for one of its volunteer members to a Group-organised event or externally-organised event to which they are attending as a member of the Group, within the limits given below.

All travel with personal vehicles of over 100 miles, first class travel or international travel must be pre-authorised.

| Mode of Travel | Limit |
|-----------------------|--------------|
| Trains | £150 |
| Taxi | £25 |
| Bus | £25 |
| Air | £500 |

- *Mileage*

The Group will reimburse mileage to adult members at a rate of 45p per mile for cars and 24p per mile for motorcycles when travelling to a Group-organised event or externally-organised event to which they are attending as a member of the Group.

- *Sustenance*

Reimbursement will be made for out of pocket costs for breakfast, lunch or dinner in up to hotels/restaurants, where a member is engaged in activities of benefit to the Group and food is not already covered under the activity budget. The inclusions of a single glass of wine or beer is acceptable. Maximum limits apply, as detailed below:

| Meal Type | Maximum Value |
|------------------|----------------------|
| Breakfast | £10 |
| Lunch | £15 |
| Dinner | £25 |

- *Uniform*

The Group will cover the cost of the uniform of any volunteer within the Group who is entitled to wear it.

- *Stationery*

The Group will cover the cost of stationery used for the benefit of the Group. This includes printer ink and paper. A maximum of 75% reimbursement will apply.

- *Event Fees*

The Group will cover any event fee for volunteers incurred where the members are attending as a member of the Group.

- *Photocopying*

The Group will cover the cost of photocopying, for the benefit of the Group, at cost or at a rate charged by an employer/academic institution.

- *Postage*

The Group will cover the cost of any postage, for the benefit of the Group, at cost.

2.3 Section/Group Expenses

2.3.1 All expenses not covered under personal expenses, as defined above, fall under section/group expenses and are covered in sectional or Group budget lines.

2.3.2 Any such expense must be for the benefit of either one of the Group's sections, or for the Group of the whole.

2.3.3 All section/group expenses must be approved and managed in line with our "Financial Management" policy.

2.4 Activity Expenses

2.4.1 The budget for all Group activities must be submitted to the Group Treasurer and Group Scout Leader prior to the event (and the Group Executive Committee, if required under 2.4.2, below).

2.4.2 All budgets for Group activities should aim to be cost-neutral. Should a budget be proposed that is not cost-neutral, pre-approval must be sought by the Group Executive Committee.

2.4.3 Once a budget has been approved, in writing, by the Group Treasurer and Group Scout Leader (or the Group Executive Committee, as appropriate), the budget-holder may then approve any expenditure for the activity up to these budgetary limits.

2.4.4 Should expenditure needed to be made outside of the approved budget for the activity, approval for this out-of-budget expenditure must be approved according to the authorisation limit defined in our "Financial Management" policy.

2.4.5 An actual income/expense sheet for all Group activities must be submitted to the Group Scout Leader and Group Treasurer as soon as possible after the event. Copies of receipts for spend must be provided to the Group Treasurer alongside this.

3. Hardship Arrangements

3.1 The Scout Group will support any of its members in financial difficulties to take part in its activities.

3.2 Each hardship claim will be assessed on a case-by-case basis and is determined completely at the discretion of the authorising party.

3.3 A deferment of payment of subscriptions or activity fees may be authorised by the Group Scout Leader for up to six weeks.

3.4 A deferment of payment of subscription or activity fees for a total time greater than six weeks (starting at the time the original payment deferment was granted and including any subsequent extensions to deferments) – must be approved by a majority of the Group Executive Committee.

3.5 A discount up to 50% on any subscription or fees must be authorised by both the Group Scout Leader and Group Treasurer.

3.6 Any discount above 50% on any subscription or fees must be approved, within confidential matters, by the Group Executive Committee.