Scouts
3rd St Neots Scouts
(Wintringham)

# Expenses Policy

3rd St Neots (Wintringham) Scout Group's expenses policy is designed to ensure any major outgoings are pre-approved by the trustees and officers of the charity, that anyone incurring expenses on behalf of the group is promptly repaid, and that all expenses are correctly documented and accurately represented in our financial reporting.

**Termly Section Pots**

Each term, section pots will be calculated, as follows, and uploaded onto the pre-paid expense cards.

- Squirrels: 60p per person, per meeting
- Beavers: 70p per person, per meeting
- Cubs: 80p per person, per meeting
- Scouts: 90p per person, per meeting

It is the responsibility of section teams to plan their activities to say within their allocated budget. Any money left at the end of each team will roll over, to enable team to plan activities in advance and save for these. A £10 out-of-hall bonus will be introduced once the Group have built up suitable reserves.

Wherever possible, OSM pre-paid expense cards should be used as the primary method for covering Scout-related expenses. For any purchases made on pre-paid expense cards, the receipt or invoice needs to be uploaded onto OSM.

Where section expenses are not paid for on the pre-paid expense cards, these will be reimbursed, and the total amount taken off the expense card.

**Reasonable Expenses**

3rd St Neots (Wintringham) Scout Group will settle claims for reasonable expenses for the items in the list below:

- Travel costs at the published HMRC mileage rate
- Postage
- Photocopying of items for group activities
- Basic stationery (envelopes/paper)
- Reasonable expenses for other items may be considered but it is essential that agreement is obtained from the Group Trustee Board in advance.

If you plan to spend more than £100 on any single item, or group of related items, approval must be sought in advance from the Trustee Team.

**Meeting and Event Expenses**
Whenever, parents are asked to contribute to the costs of a normal weekly meeting, for example a visit from an external group like circus skills, you should ensure the payment is an optional, voluntary contribution, and make it clear that all section members will always be welcome at every weekly section meeting.

For any meetings held at non-scouting venues such as bowling alleys, climbing walls, etc., especially those which charge a per-person fee, you should normally ask parents to pay a fee (via OSM) sufficient to cover the costs. It is possible to subsides these costs using your section pot.

Events which are additional to weekly meetings, such as camps, should be planned and budget to be cost neutral. These should be offered on the basis of mandatory payments being required for attendance, however parents/ carers should be made aware that grants can be made available if they are struggling to pay.

**Expense Claiming Process**
Expenses must be claimed by emailing the Group Expense Claim form to the Treasurer at treasurer@3rdstneotsscoutgroup.co.uk. All claims for purchased items must be supported with receipts; mileage claims do not require a receipt.

Approved by the Trustee Team: 11/04/2026
To be reviewed: Every three years, or sooner if required.