



Rugby District Scouts Expenses Policy

Revision D - Feb 2025

www.rugbyscouts.org.uk

1. Introduction

The aim of this policy is to set out the general principals and guidelines for Rugby District Scouts Expense claims.

2. Types of Expense (Not including Coton Campsite)

These fall into two categories: Minor personal expenses incurred whilst undertaking activities or tasks on behalf of Rugby District or more significant expenses i.e., purchase of equipment on behalf of Rugby District.

a. Minor personal expenses

Examples of this type of expense might be:

Mileage claim when travelling to an event on behalf of Rugby District.

Minor expense incurred by DVL or Trustee Board member etc i.e., Refreshments.

These types of expense *are pre-approved*.

However, the claimant must still follow the process for submitting the expense, using the District Expense Form, and providing receipts/details of mileage etc.

This type of expense is limited to a maximum of £100.

b. More significant Expenses

Examples of this type of expense might be:

Purchase of equipment for use by Rugby District e.g., Badge machine, ID Card machine etc. (If equipment is purchased, it should be added to the District Asset Register).

Expenses incurred when setting up and running District Events e.g., Camps, Sleepovers, Activity Days etc.

These types of expenses *must be pre-approved prior to purchase*.

A preliminary budget must be provided when submitting the request, and a final budget submitted once the final cost of the equipment/event is known. The claimant must follow the process for submitting the expense, using the District Expense Form and providing receipts/copies of invoices.

It should be noted that only expenses incurred on behalf of Rugby District will be considered.

Any expense incurred whilst acting on behalf of Groups or County will not be considered. Expenses incurred in these instances should be submitted to the individual Group or County.

3. Timely submission of expenses

Expenses should be submitted in a timely manner.
Preferably within 1 month of the expense being incurred.
Failure to do so may result in the expenditure not being reimbursed.

4. District Gifts

Any expense associated with District Gifts must receive prior approval from the Trustee Board, DVL or representative.

5. Payment of District Event deposits

Group deposits for District Events must be received 2 weeks prior to the event.

6. District Event Cancellation Policy

No refunds will be given within 2 weeks of the start of the event.

For example, if a group states that 20 young people will be attending, and only 6 turn up, then the Group must still pay for 20.

Cancellations received before the 2-week window will be considered, and any refunds due will be discussed with the affected Group.

This is because District will have incurred costs and booked activities based on the expected numbers of attendees and will be unlikely to recoup these costs at such short notice.

It should be noted that individual District Events may have their own cancellation policy, which may take precedence over this policy.

7. Coton Campsite Expenses

As agreed in the District Exec meeting 7th Feb 2023, the following rules *apply to Coton Campsite Expenses only*.

a. Annual Maintenance Budget

An annual maintenance Budget of £1000 has been agreed.

This budget is to be managed by the Coton Maintenance Team Lead.

Pre-approval is given for anything up to £200.

For items expected to cost more than £200, prior approval must be sought.

b. Equipment purchases.

As stated above, pre-approval is given for the purchase of equipment (for each item up to the value of £200).

Examples might be:

Jerry Cans

First Aid Kit

All expenses incurred must be receipted/invoiced and submitted for formal record keeping in line with this policy.

8. The Expense Claim Process

a. Expenses Claim

A District Expense Form must be completed.

If the claimant has more than 1 expense, and they are for different events, then 1 expense form for each event must be completed.

Receipts should be photographed and sent with the expense form.

Multiple receipts can be on same photo.

b. Who to send the expenses form to

The expenses forms must be emailed to the District Treasurer, District Chair and District Lead Volunteer:

To: treasurer@rugbyscouts.org.uk

Cc: district.chair@rugbyscouts.org.uk

Cc: dvl@rugbyscouts.org.uk

c. Expenses Claims to be approved.

The District Lead Volunteer or District Chair must approve the claim.

d. Setting up Payments

The Treasurer on receipt of the approved expense form will set up the payment on online banking.

e. Authorising Payment

The chair or DLV will be notified that a payment needs authorising.

f. Payment Completed

Once the payment has been authorised and cleared, the Treasurer will email the claimant the expense has been paid.

9. References

District Expenses Form

10. Revision status

Rev	Comment	Date
A	Initial Issue	01 Feb 2023
B	Minor updates	26 Jan 2024
C	Annual Review	22 Feb 2024
D	Annual Review \$4, 5 and 6 added Minor revisions throughout	Feb 2025