
LONSDALE DISTRICT SCOUT COUNCIL

EXPENSES POLICY FOR MEMBERS OF THE DISTRICT TEAM, DISTRICT OFFICIALS, YOUNG PEOPLE REPRESENTING THE DISTRICT AND OTHERS AS NECESSARY

Preamble:

It is the policy of the District Executive Committee that no person (members of the District Team, District Officials and others, as necessary) should be prevented from undertaking a role in supporting Scouting, within Lonsdale District, for financial reasons.

Expenses Policy:

The District Executive Committee will reimburse the costs incurred by an authorised person¹ - **if they wish to claim some or all of the expenses incurred² in supporting Scouting within Lonsdale District** - under the following headings:

- a. Travel.
- b. Administrative costs, such as:
 - (1) Postage.
 - (2) Telephone.
 - (3) Stationery.
- c. Conference and meeting fees (subject to prior approval by the person's 'line manager').

Other Items:

As it is our policy that no person should be prevented from undertaking a role in supporting Scouting, within Lonsdale District, for any financial reason then there may be instances when further financial assistance may be required. The authorised person should raise this with either the District Commissioner or District Chairman, in the first instance. Such a request will be treated sensitively (and in confidence) by the latter two, who will actively seek to achieve a solution to the request. The same procedure would be applicable if such a matter is raised during the appointment phase for such a person.

Events:

In organising activities and events, within the District, any expenses incurred should be a charge on the approved budget for that activity/event and not included in an individual's expenses claim.

Authorised Rates:

The mileage rate has been agreed at 25p per mile but in certain circumstances it may be more appropriate to claim public transport costs. Other expense claims will be paid at cost except that if it is proposed to claim telephone usage costs then the authorised person should consult with either the District Commissioner or District Chairman prior to their first claim (in order to agree a methodology).

¹ Members of the District Team, District Officials, young people representing the District or other persons (the latter approved by the District Commissioner and District Chairman).

² Alternatively, the authorised person may decide not to claim the expenses but record the sum involved as a donation (for which we could reclaim tax under the Gift Aid Scheme - provided that the appropriate declaration has been completed and submitted to the Treasurer).

Claim Process:

Expenses claims are to be submitted on the District's Expenses Claim Form (to the District Treasurer). **In order to assist with budget monitoring, it would be appreciated if claims are submitted on a quarterly basis (or more frequently, as necessary).**

Activity Centres:

The same policy applies to those supporting the operation of the Activity Centres; in such instances claims will be paid from the funds directly available to the Activity Centres Management Board [by the Board's Treasurer].

Review:

This policy will be reviewed each year at the time of the preparation of the budget [for the District] - next review due in November 2019.