

## Blackpool District Scout Council

# District Expenses and Events Policy

For Trustee Board members, Lead Volunteer, (District Commissioner) Deputy District Commissioners, Assistant District Commissioners and other District Leaders

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## Expenses

The updated Blackpool District Expenses Claim form is available on the Blackpool Scouts website [here](#).

It is the responsibility of the member to keep a record of their expenses and to send completed Expense Claim Forms monthly and no later than three months after the date of expenditure. During March each year, expenses must be submitted promptly and no later than 28 March for the current accounting year ending 31 March, so that the Accounts can be prepared and approved at the Annual General Meeting.

All expenses must be accompanied by a receipt for expenditure. Any claim for mileage should include full details of the journey, from start to destination, which will be reviewed against map software for verification.

**For all sections expenses up to the value of £100 can be authorised by the District Treasurer.**

### Members of the District Trustee Board (Ex Officio, Elected, Nominated and Co-opted)

The District will provide:

- travel expenses to any relevant District meetings
- the cost of attending and travel expenses to all events to which the elected is formally invited to represent the Scout District Council
- the cost of any relevant training which have been approved by the District Chair or Lead Volunteer (District Commissioner) and travel expenses to the training
- the cost of updating appropriate publications
- the cost of postage, copying etc
- other relevant expenses if supported by receipts

The claim will be authorised by the District Chair or Lead Volunteer (District Commissioner)

### Lead Volunteer (District Commissioner)

The District will provide:

- travel expenses to any relevant District meetings
- the cost of attending and travel expenses to any events to which the Lead Volunteer is formally invited to represent the District
- the cost of any relevant training - and travel expenses to the training
- the cost of updating appropriate publications
- the cost of postage, copying etc
- other relevant expenses if supported by receipts

The claim will be authorised by the District Chair or their nominee.

It is the responsibility of the Lead Volunteer to keep a record of their expenses and to send completed Expense Claim Forms at least quarterly for payment.

### **Deputy District Commissioners (DDC)**

The District will provide:

- travel expenses to any relevant District meetings
- the cost of attending and travel expenses to any events to which the DDC is formally invited to represent the District
- the cost of any relevant training which have been approved by the Lead Volunteer (District Commissioner) and travel expenses to the training
- the cost of updating appropriate publications
- the cost of postage, copying etc
- other relevant expenses if supported by receipts

The claim will be authorised by the Lead Volunteer (District Commissioner) or their nominee. It is the responsibility of the DDC to keep a record of their expenses.

### **Assistant District Commissioners (ADC), including DESCOM, DYC and Network**

The District will provide:

- travel expenses to any relevant District meetings and unit visits.
- the cost of attending and travel expenses to any events to which the ADC is formally invited to represent the District
- the cost of any relevant training which have been approved by the District or Deputy District Commissioners and travel expenses to the training
- the cost of updating appropriate publications
- the cost of postage, copying etc
- other relevant expenses if supported by receipts

The claim will be authorised by the Lead Volunteer (District Commissioner,) Deputy District Commissioner or their nominee. It is the responsibility of the ADC to keep a record of their expenses.

### **District Leaders (DL) including SASU and Training**

The District will provide:

- travel expenses to any relevant District meetings and unit visits.
- the cost of attending and travel expenses to all events to which the DL is formally invited to represent the District Scout/Cub/Beaver Council
- the cost of any relevant training which have been approved by the appropriate ADC and travel expenses to the training
- the cost of updating appropriate publications
- the cost of postage, copying etc
- other relevant expenses if supported by receipts

The claim will be authorised by the appropriate ADC, DDC or the Lead Volunteer.

## Events

All events must be discussed with the Lead Volunteer, Deputy District Commissioners and District team and should any expenditure or under-writing required from Blackpool District Scout Council funds, the event must have a fully detailed budget prepared of income and expenditure and agreed by the Executive.

Details of all income and expenditure should be provided including:

- travel expenses to any relevant meetings
- the cost of postage, copying etc
- other relevant expenses if supported by receipts

The claim will be approved by the Lead Volunteer or Deputy District Commissioner.